



Osage Nation Job Description



Position: Archaeologist **Revised:** Aug 2020

Department: Osage Nation Historic Preservation Office

Immediate Supervisor: Tribal Historic Preservation Officer/Director

General Description

Staff Archaeologists provide support to the Tribal Historic Preservation Officer for identification, preservation, and protection of Osage cultural resources in the field and assist with Section 106 compliance review of undertakings on the Osage Nation Reservation and on Osage ancestral lands across 618 counties in 15 states.

Qualifications

- Master's degree in Anthropology, with specialization in archaeology required; or a Bachelor's degree if actively working toward completion of Master's degree
- Must have experience with archaeological survey and cultural resource management (CRM); and, the incumbent will be expected to develop the ability to conduct review of National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) Section 106 compliance notifications
- Experience with technical report writing is required
- Incumbent will be expected to develop the ability to review and write the following CRM documents: Memorandum of Understanding, Memorandum of Agreement, and Programmatic Agreement
- Familiarity with North American prehistory, Osage Nation history, and tribally sensitive archaeological methods is preferred
- Must be able to travel and conduct field work in a variety of environments and weather conditions
- Must maintain a professional attitude and appearance that positively represents the Nation
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving skills
- Must maintain confidentiality at all times
- Requires ability to use Microsoft Office Suite programs
- Requires good interpersonal communication and team work skills
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions
- Must be able to pass a criminal background check
- Must be able to pass drug/alcohol testing
- Must have a clean valid drivers license – may be required to drive GSA or tribal vehicles

Duties and Responsibilities

- Conduct archaeological survey
- Conduct archaeological excavation
- Conduct tribal monitoring
- Complete site forms and other documents pertaining to the identification, preservation and protection of cultural resources, including the archaeological resources database
- Review and respond to NEPA and NHPA Section 106 compliance notifications and CRM reports
- Assist with drafting technical reports
- Assist in nominating properties to the National Register of Historic Places (NRHP)
- Assist in Archeological Resources Protection Act (ARPA) investigations
- Participate in consultation activities between the Osage Nation and federal, state, local, and private entities regarding the implementation of NEPA, NHPA Section 106, and ARPA
- Assist in consultation, identification, repatriation, and return procedures and other related efforts related to the Native American Graves Protection and Repatriation Act (NAGPRA), including review of human remains, items covered by NAGPRA, related cultural material, archival documents, archaeological site forms, and other documents pertaining to the identification and inventory processes of NAGPRA
- Conduct research on Osage Nation's ancestral territory throughout the archaeological record
- Complete training and gain proficiency in the archaeological use of multiple geophysical instruments such as the XRF, Ground Penetrating Radar, and Magnetometer
- Organize and maintain the artifact processing, artifact storage, and equipment storage facilities
- Clean, identify, and record attributes of artifacts
- Maintain professional photography station
- Assist in the implementation of the Osage Nation Historic Preservation Management Plan
- Assist in the development and conduct of outreach efforts intended to promote and encourage cultural learning for Osage citizens and enhance access to cultural resources
- Attend and participate in professional and avocational seminars, workshops, and symposia designed to improve and further the fields of historic preservation and archaeology
- Perform other duties as deemed necessary by the Tribal Historic Preservation Officer to fulfill requirements of the Historic Preservation Plan, cultural resource management (CRM), NHPA, NEPA, ARPA, Antiquities Act (AA), and NAGPRA
- Must obtain/develop familiarity of Osage language and culture