

Staff Archaeologist

position summary

Merjent, Inc. (Merjent) is seeking a full-time Staff Archaeologist to conduct, oversee, and direct archaeological field investigations, implementing field procedures established by Merjent. Projects could range from small, self-performed field investigations or supervising a field crew. The Staff Archaeologist is responsible for performing common tasks associated with leading archaeological investigations and surveys within the archaeological project area; completing project documents and reports; and coordinating fieldwork, scheduling, reporting, and any other project needs with various Project Managers and clients. A successful candidate will be self-motivated, have excellent time management skills, and have a working knowledge of both state and federal regulations. This position will be remote based to candidates living in North Dakota, South Dakota, or western Minnesota. Travel is required.



The anticipated annual rate for this position is between \$66,816 and \$79,866, depending on qualifications and experience.

why Merjent?

Merjent is a medium-sized consulting company dedicated to creating an environment where both people and projects succeed. Merjent has staff located across the United States who may choose a remote, in-office, or hybrid work arrangement. All full-time employees begin their tenure at Merjent with 4 weeks of paid vacation regardless of seniority. In addition, employees receive 10 paid holidays and generous benefits and compensation packages. Merjent supports annual career-related training for employees to become or continue as leaders in their field of expertise. Merjent facilitates organic growth within the company and encourages employees to bring their ideas forward to grow existing and create new service lines within and beyond the currently served sectors of energy, mining, transportation, manufacturing and construction, land development industries, and government. Merjent also invests in its company culture by supporting travel for remote employees to attend in-person team meetings and all-staff events.

responsibilities

The Staff Archaeologist will be responsible for the following:

- Completing initial project review for requests from clients and project managers.
- Performing pedestrian walkover survey, controlled surface survey, and hand excavation (shovel testing), oftentimes solo.
- Maintaining field records and paperwork.
- Directing archaeological site documentation.
- During pedestrian survey, determining types of appropriate survey coverage within the project area.
- Ensuring accurate digital recordation of survey data (Trimble R1 & iPad with ArcGIS & AGO).
- Digital recordation and mapping of archaeological sites using an established data dictionary.
- Digital data quality control.
- Authoring reports, agency letters, Section 106 of the National Historic Preservation Act request forms, and other documents.
- Overall safety of the field crew and ensuring adherence to project safety protocols.
- Adhering to Merjent- and client-directed safety policies and procedures, including the use of personal protective equipment.
- Coordinating project needs between Project Managers and clients with the rest of the cultural resource group.
- Communicating with clients, Project Managers, and other team members.

Candidates interested in applying should submit a completed Application for Employment (cover letter and resume) to merjent.applicantpro.com.

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.

Merjent is not accepting unsolicited assistance from search firms for this employment opportunity.

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qualifications and experience

The successful candidate will have the following qualifications and experience:

Education Requirements

- Secretary of the Interior-qualified for Archaeology with a graduate degree in archaeology, anthropology, or related science required.
- Project-specific certifications and licensure may be required, if applicable.

Experience Requirements

- A graduate degree with a minimum of 3 years of experience in a similar leadership capacity conducting pedestrian survey and evaluative site testing fieldwork is preferred.
- Knowledge of state-specific cultural resource guidelines is required, particularly North Dakota and surrounding states.
- Experience with leading field crews.

Technical Skill Requirements

- Working knowledge of word processing, internet browsers, photo management software, and email.
- Working knowledge of federal and various state regulations as they pertain to cultural resource management.
- Ability to calculate figures and amounts such as percentages, area, ratio, circumference, and volume.
- Ability to apply basic mathematical concepts to practical situations.
- Ability to read, analyze, and interpret general technical procedures and governmental regulations related to cultural and historic preservation.
- Ability to write detailed archaeological reports and business correspondence.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret technical instructions and work with abstract and concrete variables.

Soft Skill Requirements

- Ability to complete digital data collection using ArcGIS & AGO platform.
- Ability to work with and guide Archaeology Field Technicians to ensure producing a quality work product in a timely manner.
- Team player, able to collaborate with other survey types or project teams.
- High level of interpersonal skills with demonstrated poise, tact, and diplomacy.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

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