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| <b>Title:</b> Project Archaeologist   |
| <b>Department:</b> Natural & Cultural Resources, Supports Community Development/Telecom                     |
| <b>FLSA Status:</b> Salaried, Exempt  |
| <b>Status:</b> Regular full-time  |
| <b>Reports to:</b> Senior Project Manager or Department Head  |
| <b>Effective Date:</b> 07/20/2022, Revision #N/A, Revision Date: N/A  |
| <b>Employment Eligibility:</b> Must be legally authorized to work in the United States without sponsorship. |
| <b>Location:</b> This position will be hybrid but can work out of any of our Iowa-based offices.            |

## Overview

The Project Archaeologist is responsible for conducting small to large scale, archaeological surveys, site testing projects, data recovery excavations, preservation planning, and research design development. The individual will be highly motivated and of a self-directed nature.

## Principal Duties and Responsibilities

The essential job duties and responsibilities include:

- Research design development and preservation planning.
- Organize and implement archaeological survey, testing, and data recovery projects in varying environments and weather conditions.
- Compose detailed notes of conditions, field procedures, and results.
- Utilize ArcGIS for planning, fieldwork, and report preparation stages.
- Identify historic and prehistoric artifacts from the Midwest region of the United States.
- Prepare report on investigations with assistance from staff.
- Lead small to medium size field crews.
- Work independently on projects as needed and demonstrated ability to exercise critical thinking.
- Cross-train into other disciplines to become an integrated member of Impact7Gs' team.
- Research and publication of company supported projects.

## Required Qualifications

- Bachelor's Degree in anthropology, archaeology, or a related field.
- Proficient with the Microsoft Office products, including Teams, SharePoint, Outlook, Word, and Excel.

### **Preferred Qualifications**

- Possess a Master's degree or higher in anthropology, archaeology, or related field.
- Demonstrated research skills and field experience conducting archaeological investigations.
- Basic knowledge of Midwestern and Plains prehistory, history, physiographic regions, cultural processes, and artifact typologies.
- An understanding of geomorphological principles.
- Familiarity with Section 106 and National Register processes.
- Basic analytical skills for site interpretation and evaluation, including developing research questions for National Register determinations.
- Ability to use GPS units and ArcGIS.
- Excellent written and verbal communication skills.
- Register of Professional Archaeologists (RPA) certification.
- Demonstrated ability to carry projects to completion.

### **Physical/Environmental Requirements**

- Conduct archaeological survey and testing in varying environments and weather conditions.
- Hike moderate or long distances over uneven terrain.
- Use hand digging equipment and screens for subsurface testing.
- Excavate test units, trenches, and blocks.
- Carry up to 40 lbs.
- Patience.

### **Leadership Responsibilities**

- Serves as a team lead with field crews, laboratory personnel, and report preparation support staff.

### **Travel Requirements**

- Variable in nature, with the duration being dependent upon requirements of the project(s) involved. Travel can be regional (within 1 day's drive), primarily by car. There will also be a need for rare travel by air to conferences, meetings, etc.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## Our Core Values

An effective **Project Archaeologist** will live the Impact7G mission of relentlessly working to help our clients and fellow staff achieve their objectives through professional services that foster sustainable decisions. Our Seventh-Generation philosophy activates informed decision-making for today's generation while considering the impacts on the environment and people of the future.

**Selfless Service:** Our staff are eager to help our clients and their colleagues at any moment, regardless of the task. The result is unmatched customer service.

**Meaningful Connections:** The story of Impact7G's growth revolves around a network of meaningful connections. We rely on strong partnerships to support our mission of providing long-term value to our clients.

**Exceed Expectations:** In an extremely competitive environment, meeting expectations is not enough. Our diverse team of environmental professionals deliver innovative approaches and proactive communication.

**Make an Impact:** We strive to make positive impacts within natural and built environments. We do this by developing future-focused solutions that consider the entire lifecycle of each project.

## Equal Opportunity Employment Statement

Impact7G will consider all qualified applicants without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, pregnancy, disability, military/veteran status, genetic information, or any other protected class, in accordance with applicable federal, state, and local laws.

We strongly encourage minorities, veterans, and individuals with disabilities to apply for openings with us.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_