

**Cal Poly Humboldt State University**  
**Sponsored Programs Foundation**  
**Job Announcement**

*This is not a state position*

**Job Title:** Senior Research Associate Cultural Resources Facility (CRF)

**Supervisor:** Director/Co-Directors of the Cultural Resources Facility

**Wage:** \$35-\$42/hr. dependent on qualification of candidate

**Hours per week:** 40 hours

**Background and duties:**

This is a full-time, benefited, 12-month pay plan, permanent position with a 6-month probationary period in the Cultural Resources Facility. Continuation of this position is contingent upon satisfactory performance. Multiple hires anticipated.

The ideal candidate will assist the CRF Director and Co-Directors with project work, staff mentorship, and business development. Project work will primarily consist of developing relationships with clients, directing and managing field work, data analysis, report development/review and quality control for cultural resource management projects, as well as the development of research designs and scopes of work, including seeking and bidding Requests for Proposals.

The successful candidate will be experienced and established as a professional archaeologist, preferably with previous experience in California, Oregon, and the Great Basin and will expand CRF's professional reputation in archaeological and historical consulting in the Pacific Northwest, California, and Great Basin region. The incumbent will report to the CRF Director and Co-Directors. Salary will be based on individual qualifications and experience.

**Supervisors:** Director and Co-Directors of the Cultural Resources Facility

**Essential functions of the job:**

- Serve as primary author on large technical reports, research designs, treatment plans, and other technical documents.
- Conduct content edits of technical reports, review and approve final reports.
- Assist with training and mentoring cultural resources staff and Cal Poly Students in topics including NRHP/HRHP eligibility, development and implementation of research designs, and site recording protocols.
- Help maintain the CRF quality assurance/quality control program and ensure that all fieldwork, analysis, and report production is conducted appropriately.
- Remain current with agency protocol for conducting cultural resources work.
- Oversee technical aspects of field research, data collection, inventory, analysis, and final report production for multiple projects simultaneously.
- Take initiative, resolve problems, and create improved procedures to ensure that tasks are completed in the most effective manner.
- Comply with CRF and client safety programs, and assist in the development of such programs.
- Maintain good working relationships with state and federal agency contacts and clients.

- Work closely with CRF's research associates, managers, and Director/Co-Directors to promote CRF's business interests in adherence to its mission, vision, and values.
- Promote CRF in the scientific community through professional presentations, participation in professional conferences, and coordinating the participation of other staff members in professional conferences.
- Seek contracts/grants and prepare proposals.
- Additional project management duties that may be assigned, as needed: manage budgets, prepare proposals, interact with clients, and manage staff.

### **Minimum Qualifications:**

- Master's Degree in anthropology, archaeology, or closely related field; or equivalent experience.
- Emphasis in California, Oregon, and/or Great Basin archaeology.
- Relevant technical specialization (e.g., historical archaeology, lithic analysis, GIS, architectural history, etc.).
- Exceptional technical writing skills and a record of completing and editing technical reports in a timely fashion.
- At least three (3) years archaeological fieldwork in a lead/supervisory role
- Listed as a Registered Professional Archaeologist (or qualified for RPA status).
- Currently or formerly qualified to access CHRIS by the CA State Historic Preservation Office.
- Experience with content edits of reports and a solid background of scheduling and budgeting of projects related to cultural resources.
- Ability to work collaboratively as a team member and to effectively train and mentor junior staff and students.
- Must be able to work in physically demanding field conditions. Frequent overnight travel will be required.
- Experience with NEPA, CEQA, Section 106, and CA Revised Statutes
- Ability to work independently as well as oversee small or large projects by working closely with CRF Directors and Project Managers.
- Adept at working with a variety of colleagues, clients, and agency representatives.
- Interface with clients, including administering team or scoping meetings as needed. Able to effectively discuss all aspects of a cultural resource project including regulatory requirements, methodology, findings, research questions, and results etc. to staff, specialist and non-specialist clients and the public.
- A demonstrated ability of fiscal and scheduling responsibilities for projects of all sizes and scopes.
- Must demonstrate completion, at a Co-PI level, of a minimum of one testing or data recovery excavation project (three or more projects a plus) involving primarily archaeological investigations and preparation of final reports consistent with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

### **Preferred Qualifications** - all minimum qualifications, plus:

- Ph.D. in anthropology, archaeology, or closely related field
- Field and educational emphasis in California, Oregon, Great Basin archaeology
- Experience with CRM in California, Oregon, Great Basin
- Past peer-reviewed publication record and conference presentation experience

- Listed as a Registered Professional Archaeologist (RPA)
- Currently qualified to access CHRIS by the CA State Historic Preservation Office
- Record of successful contract and grant funding acquisition in CRM
- Valid driver's license
- Capable of walking several miles daily, over all types of terrain
- Capable of leading 10-day field rotations.

**Application Instructions:** Applicants must submit *all* of the following application materials electronically to [crf@humboldt.edu](mailto:crf@humboldt.edu):

- 1.) A CV/resume detailing work history and related degrees and experience
- 2.) A letter of application
- 3.) Names, addresses and daytime telephone numbers of three professional references
- 4.) Completed [HSU SPF Employee Information Form for Applicants](#).

**Application review date:** Initial review July 30, 2024; Position open until filled

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.