



Archaeologist 3

Historical Research Associates (HRA) is seeking an Archaeologist 3 to join our collaborative team of experts in our Seattle office. This is a salaried, full-time position with anticipated salary of \$ 89,045-\$124,663 depending on experience and qualifications.

The Archaeologist 3 is qualified to serve as a Principal Investigator and Project Manager on research and field projects and manages projects. The Archaeologist 3 manages multiple project tasks and directs project team members in completion of project related assignments. They may assist with marketing, proposal preparation, and business development, including client contact and budget development. May supervise junior staff.

Required education and experience:

- Master's degree or Ph.D. in Archaeology or Anthropology with Archaeology emphasis plus at least five years of demonstrated experience with the application of appropriate state and federal legislation, regulations, documents, and procedures.
- Experience working with field crews, analysis of research data, and contributing to research reports.
- Thorough understanding of research techniques and clearly demonstrated ability to analyze research and field data.
- Must meet the Secretary of the Interior's professional qualifications standards in archaeology and any applicable state qualifications.
- Preferred Education and Experience
- Experience directing field crews preferred. Lead CRM report author.

Preferred Qualifications:

- Registered Professional Archaeologist.

Required skills and abilities:

- *General:* Proficient in the use of computer software including Word and Excel. Ability to use online databases, such as library search engines and digitized records collections. Use digital cameras, digital scanners, and digital audio recorders. May require valid driver's license and ability to operate passenger car and/or light truck.
- *Teamwork:* Develop and maintain positive relationships, display curiosity about and respect for others' perspectives and strengths, ability to balance work schedules and demands, provide and accept feedback, seek to resolve conflict through communication and collaboration, use effective verbal and written communication, listen and communicate effectively. Successfully function within a project team, work closely with project team members, provide clear direction for team members on projects or tasks that you manage, and take direction from a project manager on projects or tasks managed by others.

- *Research:* Ability to use research facilities to lead and/or conduct research activities. Proven ability to conduct background research in various sources including ethnographies, soils, environmental, and cultural background, SHPO databases, GLO plats, land patents/historic maps, and tax assessments. Have the ability to recognize the need for and to locate additional background or archival resources. Have a commitment to promoting equity and inclusion, including examining the impact of long-term structural discrimination on the cultural context and background of research subjects. Ability to mentor others to develop these skills.
- *Writing:* Possess appropriate writing and data analysis skills to act as lead author and produce high quality draft and final reports, with the ability to mentor others to develop these skills. Ability to contribute to high quality products with knowledge and understanding of appropriate style for the document.
- *Field:* Proficient in the use of topographic maps, GPS, ArcPAD, and related field equipment. Ability to supervise, mentor, coordinate, and/or provide direction to members of a project team, field crew, and client and agency representatives. Ability to effectively lead and/or conduct fieldwork using appropriate techniques.
- *Analysis:* Demonstrated knowledge of and compliance with federal, state, and local cultural resource compliance requirements.
- *Project Management:* Demonstrated skill at successfully leading and managing a project from the proposal preparation stage to the final deliverable. Supervisory and delegation skills, as well as expense and budget reporting skills.
- *Leadership:* Demonstrated ability to oversee, coordinate, and/or provide direction to members of a project team in the field, laboratory, and office. Ability to effectively lead field work using appropriate techniques. Possession of strong interpersonal skills to successfully function within a multi-level project team and to work cohesively with other project managers, senior staff, and clients. Effective verbal and written communication skills required, with the ability to individualize communication to the audience. Ability to identify and provide the support and resources individuals and teams need to carry out their responsibilities.
- Strong verbal and writing communication skills
- Ability to remember and follow detailed instructions
- Willingness to travel throughout the Pacific Northwest and the rest of the U.S. (especially the west)

Candidates should assume that 40-60 percent of their time will be spent in the field, and approximately 30 percent of that travel will be outside of Seattle.

HRA offers competitive compensation and a full benefits package that includes vacation, sick leave, holidays, medical insurance, and 401K.

Please submit a letter of interest, résumé with three references, and a short writing sample (CRM report preferred; an educational thesis will not be accepted) to Human Resources at HR@hrassoc.com.

No phone calls, please. Only qualified candidates with an advanced degree will be considered for interviews. Interviews will be conducted with qualified applicants as they apply, and position will remain open until filled.

HRA is an Equal Opportunity Employer. We are committed to providing an environment of respect and inclusion where equal employment opportunities are available to all applicants and employees. Applicants and employees will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, national origin, protected veteran status, status as a victim of domestic violence, stalking, or sexual harassment, or any other status protected under federal, state, or local law. If you need to request an accommodation related to disability, religion, or related to domestic violence, stalking or sexual harassment, please contact Human Resources.