



JOB ANNOUNCEMENT

Title: Student Museum Technician

Location: Tucson, Arizona, Western Archeological and Conservation Center, 255 N. Commerce Park Loop

Salary Rate: \$17.50/hour

Classification: Non-exempt, minimum 15 hours per week

Start Date: Immediately

Position open until March 14, 2025.

Archaeology Southwest:

Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O'odham and the Pascua Yaqui. We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We are committed to real and ongoing collaboration with Tribes in all areas of our work. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. For more information, please visit www.archaeologysouthwest.org.

Position Description:

Archaeology Southwest is looking for students to work as museum technicians at the Western Archeological and Conservation Center (WACC), a division of the National Park Service (NPS). The successful candidate will be involved in museum processing and cataloging of materials housed at WACC including archeological and historical objects and minimal natural history specimens. Training in museum procedures will be provided by NPS museum program staff.

THIS POSITION IS OFF-CAMPUS. The WACC is located at 255 N. Commerce Park Loop (west of the I-10 and north of Congress St.) in Tucson, Arizona. WACC is readily accessible via bus and downtown shuttle routes from campus. The work is at a federal facility, but you will be an employee of Archaeology Southwest, not a federal employee.

This position requires a minimum 15-hour commitment per week between the hours of 8:00 am and 4:30 pm, Monday - Friday. Applicants must be available to start work during in the spring semester and possibly into the summer and fall. The position is funding dependent, will not extend beyond 4 years, and is based on maintaining student status and satisfactory performance.

The duties include, but are not limited to:

- Provide assistance to NPS staff and ASW employees working at the facility in performing tasks such as data entry, freezing, cataloging, labeling, and storing items in the WACC object repository.
- Applicant will be required to use the NPS Interior Collections Management System (ICMS) and subsequent database programs. Training will be provided.
- Perform work in proximity to human remains and funerary objects.

- Some of the work will require sitting for extended periods of time, climbing a rolling ladder up to 10-ft high, using a Work-Assist-Vehicle (WAVE machine), and the ability to lift boxes up to 25 lbs. overhead.
- Perform other duties as requested.

Required qualifications:

- Detail oriented
- Familiar with Microsoft Word and Excel
- Type with moderate speed and accuracy via computer
- Communicate clearly and effectively, both orally and in writing
- Ability to lift and carry boxes up to 25 lbs in weight
- Fingerprint based background check is required
- Experience or coursework in museum studies, archaeology, anthropology, history, or related field

Preferred qualifications:

- Interest in museum work, prehistoric cultures of the southwest, American history, artifact identification, and collection management
- Experience or coursework in laboratory or field methods

Non-discrimination Statement

It is the policy of Archaeology Southwest to consider all applicants for employment and all employees for placement, development programs, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, sexual orientation, age, national origin, ancestry, gender, disability, citizenship, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status. This policy equally applies to all volunteer opportunities and to the delivery of Archaeology Southwest programs and services.

To apply, please submit a cover letter, 2-3 references, and a CV or resume to:

Whelan, Vice President of Finance and Operations
Archaeology Southwest
281 N. Stone Ave.
Tucson, AZ 85701
520-849-6477
lwhelan@archaeologysouthwest.org

Please include information in your cover letter regarding your major/area of study as well as your anticipated graduation date. You must be a student to qualify for this position.