



Intern Position Description- Department: Collections and Research

Job Title: Unpaid Archaeology Internship

Location: Geier Collections and Research Center – Archaeology lab

Purpose: Interns will participate in processing, cataloging, data entry, and analysis of archaeological collections, particularly pottery, bone, and stone artifacts. Interns will also have the option of working on a special project involving analysis, interpretation, or exhibition of artifact collections, although the availability of this option cannot be guaranteed.

Key Responsibilities:

- Processing archaeological specimens and samples
- Maintaining provenience control for cultural materials and records
- Analyzing a variety of artifacts, including pottery, stone and bone tools, as well as flint objects
- Managing archaeological collections using a relational database

Requirements:

- Advanced undergraduate or graduate course work in archaeology, anthropology, museum studies or related fields
- Archaeological field and/or laboratory experience preferred
- Must be able to work as part of a team
- Must be able to perform technical work, make careful observations and record data legibly and accurately
- Must be able to lift weight of at least 25 pounds
- Form of own transportation
- Familiarity with Microsoft Office Suite, especially Word, Access, and Excel

Reports To: George Rieveschl Curator of Archaeology, NAGPRA Coordinator/Tribal Liaison/Archaeology Collections Manager

Length of Appointment: To be determined (usually 10-15 weeks)

Time Commitment: Varied, can be arranged (usually 8-12 hrs/week)

Dress Code:

Casual – clothes may get dusty/dirty

Age Requirement: Minimum – 18 years old

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year