



STAFF ARCHAEOLOGIST - SITE RECORDS SPECIALIST

Alpine Archaeological Consultants, Inc. (Alpine) is a woman-owned small business that engages solely in contracted cultural resource studies throughout the Rocky Mountain West, Great Basin, Great Plains, and Southwestern states. Alpine has an immediate opening for a Site Records Specialist. The position may be based from, or working hybrid from, our main office in Montrose, Colorado or our Tulsa, Oklahoma office. A fully remote position may be considered for the right candidate. Alpine cultivates a work-life balance and a friendly environment where our 28-member staff enjoy collaborating on projects. Our people make us successful!

Responsibilities

The successful candidate will be motivated to transfer their knowledge of archaeological fieldwork into a new career path toward preparing site forms. Responsibilities include working with site recording data (e.g., site descriptions, previous site forms, notes, photos, logs, etc.) and preparing site form deliverables. This includes maintaining site records databases (MS Access) and managing electronic forms. Alpine works in 12 states, with a variety of site form requirements and needs; the successful candidate should be prepared for variability with an attention towards consistent, professional products in a fast-paced environment. Alpine has forms, systems, and protocols in place and is ready for a new, detail-oriented individual to add to our team.

The Site Records Specialist will work under the direction of our highly experienced Site Records Supervisor who is eager to share their knowledge and to guide the specialist in their professional development. The individual filling the specialist role will learn to complete project deliverables on time and within budget.

Qualifications

Minimum qualifications:

- Bachelor's degree Anthropology/Archaeology or related field.
- At least one year of archaeological field experience.
- A working knowledge of Microsoft Access and/or other relational databases.
- Good interpersonal and communication skills.
- Strong attention to detail.
- Ability to multi-task, work under tight deadlines, spend extended amounts of time working at a computer, and process large amounts of data.

Preferred qualifications:

- Experience communicating with state and federal agencies regarding archaeological site records is a plus!

Salary and Benefit Package

Salary: \$52,000–\$58,000 per year, dependent on qualifications. This is a full-time staff position.

Staff benefits include:

- 11 paid holidays, 13 paid vacation days, and 10 paid sick leave days in the first year.
- Health, vision, life, and disability insurance.
- 401(k) at the completion of one year employment that includes a 4% employer match.
- As a corporate value, Alpine contributes additional profit-sharing amounts to employee's 401k.

How to Apply

Please submit your vitae or resume outlining education, previous experience, and all relevant qualifications, as well as a minimum of three references and a letter of interest via our website:

<https://alpinearchaeology.com/careers>

Alpine Archaeological Consultants, Inc. is an equal opportunity employer.