

ARCHAEOLOGY INVENTORY ASSISTANTS

IMLS GRANT

HIRING: 2 Multi-Year Positions (October 2010 – December 2012)
1 Nine Month Position (October 2010 – May 2011)

POSITION DESCRIPTION

SCOPE OF DUTIES:

The archaeology inventory assistant is responsible for physically inventorying Mackinac State Historic Parks' archaeology collection, creating artifact tags, recording location and box information and entering data into ARGUS database. This position serves visitors to Mackinac State Historic Parks by carrying out the above duties.

WORK LOCATION AND SCHEDULE:

The workstation for this position is the Petersen Center in Mackinaw City, although the employee may be asked to work at other MISPC sites as needed. The hours and days worked may vary, but will be completed during general office hours of Monday through Friday 8:00am to 5:00pm. Employee is responsible for their own housing.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS OF THE POSITION):

1. Put our visitors first by treating them as respected guests and serving their needs.
2. Reconcile artifact box contents with inventory printouts and original catalog records.
3. Create or add to artifact tags and labels.
4. Enter location information, box terms and new records into ARGUS collections management database.
5. Other duties as assigned.

EDUCATION AND EXPERIENCE:

1. Completion of at least one year of post secondary education
2. Detail-oriented and attention to accuracy
3. Ability to work closely with others
4. Clear handwriting
5. Basic familiarity with 18th century material culture
6. Knowledge of ARGUS software (desirable, but not required)

PHYSICAL REQUIREMENTS:

The employee must have the ability to do the following activities with or without reasonable accommodation: Physical effort is categorized as that typically inherent in an office setting. Must possess fine motor skills in order to pick up small objects. Sitting and/or standing for long periods is expected along with repetitive hand motions required to input data into a computer. The archaeology inventory assistant may encounter frequent twisting, bending, stooping, reaching and grasping of objects with an expected weight limit of 35 pounds. It is not anticipated that there will be much walking or interaction with the public in this position.

DRESS CODE:

The park maintains a dress code for employees to promote a productive and safe work environment and to maintain MSHP's image. This means no inappropriate hairstyles, jewelry, clothing or fashion statements are allowed. However, as this position works in the Petersen Center, the employee is not required to wear a uniform and may dress casually with the above limitations noted. Please note that violation of the dress code may result in disciplinary action up to and including dismissal.

SUPERVISION:

The archaeology inventory assistant does not supervise other employees or volunteers; the employee works under the direction of the registrar and curator of archaeology.

GENERAL POSITION INFORMATION:

This is a temporary grant-funded at-will position which serves at the will of the employer and does not include recall rights or benefits (other than those mandated by governmental laws). This position will expire at the time employment is ended upon completion of the assigned work weeks and the employee does not have recall rights to this or any other MSHP position in the future. Specifically, the park is under no obligation to hire the individual at a subsequent time. The number of weeks and hours worked may vary as park needs dictate. Paydays are biweekly (every two weeks). It is anticipated that this position will work for the duration of the IMLS grant and that the position will expire at the time grant monies run out. Additional information will be provided upon employment.

RATE OF PAY: \$10.00/hour

Multi-year positions include 12 paid holidays, two weeks annual leave and two weeks sick leave per twelve months worked. Nine-month position includes 10 paid holidays.

APPLICATION PROCEDURE:

Submit standard MSHP Employment Application (available for download at www.mackinacparks.com/employment/) and resume to:

Mackinac State Historic Parks
Attn: Archaeology Inventory Assistant
P.O. Box 873
Mackinaw City, MI 49701

(faxed and electronic applications not accepted)

Deadline: September 7, 2010

Interviews will be held in September 2010 in Mackinaw City.

Successful applicants will begin work October 4, 2010.

Inquiries may be directed to:

Lynn Evans, Curator of Archaeology, 231-436-4100, EVANSL8@michigan.gov

OR

Brian Jaeschke, Registrar, 231-436-4100, 906-847-3328, JAESCHKEB@michigan.gov