



**Historic Preservation Office
Kosrae Island Resource Management Authority
KOSRAE STATE GOVERNMENT
Tofol, Kosrae State
Federated States of Micronesia 96944**



**Job Announcement:
U.S. National Park Service Historic Preservation Funds Archaeological Technician,
Kosrae Historic Preservation Office, KOSRAE, FSM**

The Office of Historic Preservation under the Kosrae Island Resource Management Authority (KIRMA), Kosrae State Government is seeking any interested individuals for the position of U.S. National Park Service Archaeological Technician, a Federally funded position for one year (pending Federal funding and with possible extension) and requires compliance with all applicable Federal, State, and local laws, rules and regulations. The salary range is USD \$3,000-4,000, depending on experience and application.

Major Tasks: The Archaeological Technician reports directly to the Field Supervisor and to the Historic Preservation Officer. This position is responsible for carrying out archaeological survey as necessary for contracted, construction, development, or any other kind of project requiring survey. The Archaeological Technician will be responsible for keeping track of surveys/sites/records and entering them into the Historic Properties Inventory database. This position requires equally both office and field work involving strenuous activity including hiking and extended periods outside in the heat.

Specific tasks and duties include: prehistoric/historic archeological resource documentation and preservation treatments, condition assessments, monitoring, survey and site recording, project data management, and technical report preparation. In addition, the incumbent will assist in identifying and recording paleontological resources, managing project data, and conducting data entry in appropriate computerized databases (FilemakerPro databases, GIS). The preparation and cataloguing of both cultural and natural project materials for curation, as well as organizing and managing the curation facilities, are also primary tasks for this position. The applicant is expected to take detailed field notes and produce a report at the end of each season describing the project activities and results. Work products will include maps, site records, sketches of features and artifacts, digital photographs, GPS data, and etc. as mandated and required by the NATIONAL PARK SERVICE. Archaeological Technician also maintains records of HPF funded work. Does all related duties as assigned. All final products must meet the applicable Secretary of Interior Standards. Major deadlines include, but are not limited to, submitting quarterly reports on March 31, June 30, September 30, and December 31, and assisting with the Products Summary Table due December 31.

Minimum requirements: has at least two (2) years experience in archaeological survey and other related experience, English language fluency and proficiency, familiarity with NPS and FSM policies and procedures, demonstrated ability to organized, be organized, work independently, complete paperwork/meet deadlines/requirements earlier than deadlines, ability to create templates, write emails and other documents efficiently and in a timely manner, and 1 year of education in related field. Two (2) years experience can substitute for education This position requires a highly organized person, including keeping track of documents, emails, and email content. Due to the nature of the work and interaction with the National Park Service (NPS), proficiency and clarity in English speaking, writing, listening, and understanding is required.

Submit a cover letter and resume to Kosrae State Personnel Office. The first step in the selection process is to review the information (cover letter, resume, and templates) provided by all job applicants to determine which applicants meet the minimum qualifications as stated in the job posting. No further consideration will be given to those who do not meet the minimum qualifications

The deadline to apply for this position is **October 30, 2017**. Late submissions will not be accepted nor reviewed. Kosrae State Personnel Office and KSHPO retains the right to reject any and all applications or waive any irregularities with any application. For further questions, contact Mr. Standon Andrew, Kosrae State Historic Preservation Officer:

Standon Andrew
Kosrae State Historic Preservation Office (a section of KIRMA)
Tel: 691-370-3646/3078
E-mail: andrewstandon@gmail.com