**Job Title:** Data Management Technician

**Department:** Anthropology Department

**Status**: Non-exempt, temporary, part-time (minimum 12 hours/week)

**Supervisor:** Archaeology Division Director

**Position Description**: The Data Management Technician is a project-specific position responsible for supporting and assisting in archaeological field work, lab work, and research. Primary data management tasks will include data entry, archiving digital photos, organizing and tracking field forms, entering site forms, and assorted report production tasks. The position may also include supervised participation as a member of field crews in archaeological fieldwork and lab processing and analysis of archaeological materials.

**Major Tasks and Responsibilities**:

* Enter data from hand-written field forms into spreadsheets and databases
* Scan data sheets and documents into .pdf versions
* Arrange and name electronic files (e.g., digital photos) per project-specific guidelines
* Rehouse or catalog archaeological artifact collections per project-specific tasks
* Other tasks as assigned

**Education and Experience Requirements**:

* College-level classes in Anthropology or related field (B.A. degree preferred) and at least one year of relevant experience
* Knowledge and skill in the use of electronic databases, spreadsheets, word processing
* Experience working with scientific data in paper and electronic format
* Experience in identifying and cataloging archaeological artifacts in a lab setting

**Working Conditions**: Office work will occur under typical indoor conditions, usually between 8am and 5pm on Monday – Friday. Odd hours and long days may occasionally be required. Ability to lift, bend, stand and sit for long periods, carry a minimum of 50 lbs., and handle fragile items or equipment.

**Abilities, Skills, and Knowledge**:

* Good organizational skills and attention to detail
* Familiarity with standard computer programs (*Microsoft Word, Excel, Access*, etc.)
* Ability to work independently as well as with MNA staff and volunteers
* Ability to communicate with clarify, both verbally and in writing
* Must abide by the highest standards of the museum profession and ensure that artifacts, documents, and data are treated in a respectful and appropriate manner

**How to apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission. The Museum of Northern Arizona is an EEO employer.