

## USC Cultural Field Monitors

### Seasonal/On Call

Reports to: Tribal Historic Preservation Coordinator

Open until filled

Salary: depending on experience

#### **JOB DESCRIPTION SUMMARY**

The THPO Cultural Monitor is a staff representative between Federal, State, Public, and County agencies and the Upper Sioux Community Tribal Historic Preservation Office (THPO). The Monitor will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the Monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features and possibly human remains.

**This is seasonal work - you should be available upon request**

#### **EDUCATION and/or EXPERIENCE**

- Minimum High School Diploma or G.E.D;
- Must have completed a Cultural Resource Monitor Educational Program (minimum 20 hours training);
- Basic knowledge of current local research methods and field application of archaeological principles; basic knowledge of federal, state, local and tribal laws pertaining to cultural resources.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

- Monitor all ground disturbing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground;
- Ability to recognize cultural artifacts, human remains, village sites, midden deposits; must have the ability to read maps;
- Request excavation work to stop so that new discoveries can be evaluated;
- Help to ensure Native American human remains and any associated grave items are treated with culturally appropriate dignity;
- Attend/participate in job-related conferences & trainings resulting in some travelling, overnight stays or extended periods;
- Prepare correspondence, memoranda, agendas, reports, and other materials, including information of a confidential nature, from rough draft;
- Set up and maintain confidential and legal files and records; edit reports, check records, and other data for accuracy, completeness and conformity with established standards;
- Maintain expertise in various computer software programs applied to specific tasks; (GPS) perform related duties as assigned;

#### **ACCESS TO SENSITIVE AREAS AND INFORMATION**

- Cultural Resources inventories, site records, maps;
- Visits to cultural sites.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- To perform this job successfully, the individual must be able to work long hours in outdoor weather conditions year-round, including high temperatures and direct sun. Monitoring requires much physical activity and you must be physically fit. Other activities may include hikes of various durations, with packs/equipment, and occasionally camping for projects that are inaccessible by vehicle;
- Must be able to lift at least 50 lb. to waist level and be able to walk carrying the weight;
- Must be able to work outdoors exposed to weather conditions on a daily basis which can range from 32 degrees F. to 115 degrees F.;
- Other duties as assigned.

## **REQUIREMENTS**

- Completed application form;
- Subject to mandatory drug testing;
- Valid driver's license;
- Valid automobile insurance;
- Provide own transportation;
- Must be willing to travel extensively and on short notice;
- Possible in-state and out-of-state travel required for a duration of up to 2 weeks at a time;
- At least 18 years of age;
- High school diploma or GED;
- Must be committed to being Drug and Alcohol Free on/during the work sites;
- Must be culturally sensitive and have a basic understanding of tribal cultural practice;
- Must be computer literate;
- Must have excellent oral and written communication skills;
- Must be able to follow detailed directions.

Please call the THPO Office at 320-564-6334 for more information.

Please email/fax a resume and application to:  
Meri Jo Gillund @ [merijok@uppersiouxcommunity-nsn.gov](mailto:merijok@uppersiouxcommunity-nsn.gov)  
fax: (320) 564-4482