AUBURN
Human Resources

Mgr, NAGPRA

Job Description

JOB INFORMATION

Job Code	AB31
Job Description Title	Mgr, NAGPRA
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	4/15/2025 2:41:30 PM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Archives

JOB SUMMARY

The NAGPRA Manager coordinates compliance, consultations, repatriations, and other activities associated with ensuring Auburn University's compliance with the Native American Graves Protection and Repatriation Act (federal regulation) by coordinating inventory and curation of Native American artifacts and remains using culturally sensitive and responsible strategies. Coordinates the disposition and repatriation of culturally identifiable and unidentifiable remains and objects, establishes and maintains relationships with tribal communities, and serves as an institutional point of contact for Native American ancestral remains and objects located at Auburn University.

RESPONSIBILITIES

- Manages compliance, consultations, repatriations, and other activities associated with ensuring AU’s compliance with NAGPRA. (federal regulations)
- Manages inventory and curation of Native American artifacts and remains.
- Cultivates and maintains relationships with Native American and tribal communities and manages disposition and repatriation of culturally identifiable and unidentifiable remains and objects, establishes and maintains relationships with tribal communities.
- Initiates, manages, and completes multiple inventories of AU’s Native American artifacts, human remains, and related objects located on the main Auburn campus. Serves as institutional point of contact for Native American ancestral remains and objects.
- Works with federally recognized tribal representatives to determine if human remains and/or funerary objects can be culturally affiliated with tribal groups and nations known to inhabit the region where these items were discovered and returned to the tribe of origin. Preparation of NAGPRA Collections (osteological and artifactual) for curation in the NAGPRA campus lab for repatriation to their Native American tribe of origin.
- Consults with Native American tribal representatives regarding treatment, identification, and cultural affiliation of ancestral remains and artifacts.
- Collaborates and consults closely with faculty in the Anthropology Program in matters of compliance and procedure as well as the Department Chair of SASW and the AU Office of General Counsel to ensure all relevant regulations are followed. This position is the spokesperson for AU in all NAGPRA related inquires.
- Oversees disposition of human remains and objects in culturally sensitive ways and prepares them for repatriation and/or short and long-term curation.
- Drafts notices for submission to the National Register and files required documentation with National NAGPRA.
- Develops and submits grant proposals and funding requests to support NAGPRA activities.

RESPONSIBILITIES

- Administers NAGPRA-related budgets and purchases all necessary materials and supplies.
- Advances Auburn University's NAGPRA standing through attendance at conferences and workshops, service on advisory panels, and holding office or performing relevant committee assignments in professional organizations. Participates in promoting and coordinating outreach activities for research and education. Interacts with the public, university, and professional community through teaching, lectures, presentations, and publications.
- Recruits, trains, and supervises NAGPRA employees as well as recruiting, training, and supervising graduate and undergraduate assistants and volunteers.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Anthropology. Museum Studies, Native American Studies, or other related field.	and	4 years of	Experience in identifying, analyzing, organizing, and managing Native American artifacts, human remains, and associated funerary objects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of NAGPRA law and procedures for compliance,	
consultation and project management,	
prior experience working with diverse groups of stakeholders (i.e. descendant communities, university faculty, staff, students, and government staff),	
prior experience working with fragmentary osteological collections.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.