AUBURN
Human Resources

NAGPRA Assistant

Job Description

JOB INFORMATION

Job Code	AB41
Job Description Title	NAGPRA Assistant
Pay Grade	LM07
Range Minimum	$42,580
33rd %	$49,680
Range Midpoint	$53,220
67th %	$56,770
Range Maximum	$63,870
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/31/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the NAGPRA Coordinator, the Native American Graves Protection and Repatriation Act (NAGPRA) exercises a significant degree of independent judgement and discretion while assisting and processing artifacts and funerary items in secured storage on Auburn's campus and works with Native American tribes to repatriate these items appropriately. Assists in documentation and implementation of NAGPRA compliance by inventorying NAGPRA collections, conducting osteological documentation of human remains, and assessing archaeological collections for additional NAGPRA materials.

RESPONSIBILITIES

- Conducts multiple inventories of NAGPRA collections (osteological and artifactual) and prepares them for curation in the NAGPRA lab for repatriation, writing collection inventory reports, and assists with data entry and database management.
- Identifies, analyzes, and assesses archaeological collections for NAGPRA compliance to ensure compliance with all applicable local and federal regulations and appropriate cataloging and inventorying of the artifacts.
- Assists the NAGPRA Coordinator with consultation planning and travel arrangements.
- Maintains equipment, including preventive maintenance, scheduling repairs as needed, and troubleshooting equipment malfunctions. Orders curation materials and related supplies.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
Bachelor's Degree	Degree in Anthropology. Museum Studies, Native American Studies, or other related field. Master's degree is desired.		0 years of	Experience in identifying and documenting Native American artifacts, human remains, and associated funerary objects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of museum collections management registration and documentation standards and data management procedures.	
Knowledge of archaeological methods and experience working with archaeological and or ethnographic collections.	
Familiarity with of Federal Native American Graves Protection and Repatriation Act (NAGPRA).	
Ability to work collaboratively.	
Good verbal and written communication, active listening, critical thinking, multi-task and time management skills.	
Ability to work respectfully with culturally sensitive materials.	
Ability to use sound judgement in responding to issues and concerns that require discretion and confidentiality.	
Knowledge and ability in working with Microsoft Office Suite (Access, Excel, and Word), and museum data management software.	

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		
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.