



JOB INFORMATION

Job Code	AB31
Job Description Title	Coord, NAGPRA
Pay Grade	LM09
Range Minimum	\$48,710
33rd %	\$58,450
Range Midpoint	\$63,320
67th %	\$68,190
Range Maximum	\$77,930
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/4/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The NAGPRA Coordinator coordinates compliance, consultations, repatriations, and other activities associated with ensuring Auburn University's compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) federal regulation by coordinating inventory and curation of Native American artifacts and remains. 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.

RESPONSIBILITIES

- Initiates, manages, and completes multiple inventories of Auburn University's Native American artifacts, human remains, and related objects located on the main Auburn campus. This includes the NAGPRA collections (osteological and artifactual) and their preparation for curation in the NAGPRA campus lab for repatriation to their Native American tribe of origin.
- Cultivates and maintains relationships with Native American and tribal communities. Works with federally recognized tribal representatives to determine whether or not 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. Consults with Native American tribal representatives regarding treatment, identification, and cultural affiliation of ancestral remains and artifacts.
- Serves as the institutional point of contact for all NAGPRA inquires seeking information about Native American remains and objects to include consultation, repatriation, disposition, and access to Native American's human remains and objects in Auburn University's possession. Interacts with the public, university, and professional community through teaching, lectures, presentations, and publications.
- Collaborates and consults closely with faculty in the Anthropology Program and the Auburn University's Office of General Counsel in matters of compliance and procedure, as well as the department chair of Sociology, Anthropology, and Social Work to ensure that all regulations are being followed.
- Oversees the disposition of human remains and objects utilizing respectful and culturally sensitive techniques and prepares items for repatriation and/or short and long-term curation.
- Drafts notices for submission to the National Register and files required documentation with National NAGPRA.
- Identifies, develops, and submits grant proposals and funding requests to support NAGPRA activities.
- Supervises the NAGPRA Assistant, graduate and undergraduate assistants, and volunteers.
- Administers NAGPRA-related budgets and oversees the purchase of all necessary materials and supplies.

RESPONSIBILITIES

- 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.
- Performs other duties as assigned.

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.
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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 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	2 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
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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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.