

Job Opportunity Announcement

Title: Project Archaeologist

Pay: Salaried position and benefits package included

Company: Adams Environmental, Inc.

Location: San Antonio, TX

Office Address: 13032 Nacogdoches Rd., Suite 214, San Antonio, Texas 78217

Adams Environmental, Inc. (AEI) is an environmental consulting firm based in San Antonio, Texas. AEI specializes in natural resources management, wetland determinations and delineations, environmental baseline studies, NEPA-related projects, environmental due diligence, GIS analysis and mapping, and cultural resources management.

AEI is currently seeking a full-time Project Archaeologist to be based at AEI's office in San Antonio, Texas. This individual will be an integral part of AEI's team and must be willing to work closely with peers and management personnel in a small business setting. This individual will be expected to assist the Archaeology Principal Investigator with fieldwork, data analysis, report preparation for projects and tasks related to cultural resources management, as well as manage small-scale cultural resources projects. The ideal candidate is enthusiastic, collaborative, and technically adept. Duties will also include client interactions, business development/marketing, and proposal preparation over time with the company.

Although AEI is seeking to fill a mid-level position (5+ years of experience), candidates with **0-5 years of experience**, meeting the required qualifications below, will still be considered.

Example Responsibilities

- Performs site visits, field observations and field data collection and/or field assignments.
- May serve as team member or lead in meetings and communications with client pertaining to specific projects/tasks.
- Maintains archaeology collections and files related to specific projects.
- Prepares technical reports in accordance with established guidelines.
- Keeps current with trends, literature, and new developments in the field of archaeology.
- May oversee work performed by lower-level staff (e.g. field technicians).
- Evaluates laboratory and field data and assembles written reports.
- Performs assignments under the direction of Principal Investigators.
- Coordinates with Principal Investigators to ensure projects are completed within schedule and budget constraints.
- May serve as a co-Principal Investigator, based on experience level.
- Conducts archaeological investigations in accordance with applicable state/federal guidelines; and performs fieldwork in adverse environmental conditions (i.e., rugged terrain, inclement weather, remote locations).
- Performs other duties as assigned.

Required Qualifications

- Master's degree or above, Secretary of the Interior qualified as a Professional Archaeologist
- Physically able to walk at least 10 miles in heat and rugged terrain, carrying up to 25 lbs of equipment/supplies
- Excellent writing and communication skills with the ability to multi-task
- Professional and self-motivated attitude
- Flexible and willing to travel for fieldwork
- Possess valid Texas driver's license upon hire

Preferred Qualifications

- Active Register of Professional Archaeologist (RPA) membership
- 1-5 years relevant job experience
- Experience with GIS mapping and modeling (highlight coursework if applicable)

Typically, AEI's office hours are 8 am to 5 pm, Monday through Friday. These hours could vary from week to week and this position may be required to work more than 40 hours a week, depending on the fieldwork scheduled. Travel will be required with overnight stays possible. A majority of AEI's work is focused within Texas. This job listing does not state or imply that the above are the only duties and responsibilities assigned to the position.

Applicants are invited to submit a resume, AEI application form (with complete essay questions), and cover letter to AEI's President, Mrs. Sable Kitchen, at hr@adamsenvironmental.com. This job posting is also available on Indeed. All three requested items must be received via email or through Indeed for applicant to be considered. Application packages are due by **October 4, 2024**. For any questions, please call or email Sable Kitchen. AEI's office number is (210) 858-6873. To learn more about AEI and to access our employment application, please visit our website at www.adamsenv.com and click on the "Careers" tab. We look forward to hearing from you!