



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Archaeology Graduate Assistant

Supervisor

Curator of Archaeology, Timothy Baumann, PhD

Job Description

The archaeology graduate assistant (AGA) provides support to the Curator of Archaeology in the preservation, study, and public interpretation of the McClung Museum of Natural History and Culture's archaeological collections. The majority of these objects are from prehistoric and historic period sites in Tennessee with some dating back to 12,000 years ago. This is the largest collection at the McClung Museum and was created from faculty/student research, State/Federal projects (e.g., TVA reservoirs), and the donation or purchase of private collections.

Duties

- Care and management of archaeological collections and associated records.
- Assist in research requests by faculty, staff, and students from UT and other institutions.
- Comply with state, federal, international laws, including the Native American Graves Protection and Repatriations Act of 1990.
- Enter and manage archaeological data in Microsoft Access/Excel, PastPerfect, and ArcGIS.
- Use Adobe Creative Cloud programs (e.g., Photoshop) to edit, report, and disseminate data.
- Digitize associated records.
- Take digital images and create 3-D models of objects.
- Increase accessibility to collections through a web-based medium.
- Respond to public requests for artifact identification and general inquiries.
- Oversee undergraduate lab assistants, work study students, and volunteers.
- Assist in educational programming and exhibitions.



Smithsonian Affiliations

McClung Museum of Natural History & Culture

1327 Circle Park Drive Knoxville, TN 37996

865-974-2144 865-974-3827 fax mcclungmuseum.utk.edu



BIG ORANGE. BIG IDEAS.

Flagship Campus of the University of Tennessee System 

Required Qualifications

- Anthropology graduate student in good standing at the University of Tennessee with a specialization in archaeology or bioarchaeology.
- Expertise in archaeological objects and culture history in Tennessee or the southeastern United States.
- Archaeological field school and/or archaeological lab experience.
- Outstanding written and oral communication skills.
- Outstanding organizational and time management skills.
- Ability to work independently and in collaboration with museum staff, university faculty and students.
- Fluency in spoken and written English as demonstrated in application materials and interview.
- Proficiency in Microsoft Office and Adobe Creative Cloud software

Preferred Qualifications

- Proficiency in ArcGIS.
- Undergraduate background in anthropology, archaeology, bioarchaeology, or related field.

Schedule

- The AGA is required to work on average 20 hours per week, beginning the first day of school and through exam week.
- The work schedule is created around the graduate student's class schedule and during normal business hours from Monday to Friday, 8 a.m. - 5 p.m.
- Evening and weekend work is sometimes required to support museum activities and programs.

Physical Requirements

- Ability to lift boxes that can weigh up to 30 lbs.
- Ability to climb ladders and retrieve or move boxes.

Instructions

- Send cover letter, current CV/resume, and two references via mail or email attachment to Timothy Baumann, PhD, Curator of Archaeology, McClung Museum of Natural History & Culture, 1327 Circle Park Drive, Knoxville, TN 37996, email: tbaumann@utk.edu