



**Intern Position Job Description- Department: Collections and Research**

**Job Title:** Archaeology Internship

**Location:** Geier Center for Collections and Research – Archaeology lab

**Purpose:** Interns will participate in processing, cataloging, data entry, and analysis of archaeological collections, particularly pottery, bone, and stone artifacts. Interns will also have the option of working on a special project involving analysis, interpretation, or exhibition of artifact collections, although the availability of this option cannot be guaranteed.

**Key Responsibilities:**

- Processing archaeological specimens and samples
- Maintaining provenience control for cultural materials and records
- Analyzing a variety of artifacts, including pottery, stone tools, and flint objects
- Managing archaeological collections using a relational database

**Requirements:**

- Advanced undergraduate or graduate course work in archaeology, anthropology, museum studies or related fields
- Archaeological field and/or laboratory experience preferred
- Must be able to work as part of a team
- Must be able to perform technical work, make careful observations and record data legibly and accurately
- Must be able to lift weight of at least 25 pounds
- Form of own transportation

**Reports To:** George Rieveschl Curator of Archaeology

**Length of Appointment:** To be determined

**Time Commitment:** Varied, can be arranged

**Dress Code:**

Casual – clothes may get dusty/dirty

**Age Requirement:** Minimum – 18 years old