Curation Assistant, Temporary Hourly, Fort Lee, Virginia

POSITIONS
One Seasonal Curation Assistant (Temporary Hourly) position is available for short-term employment with the Center for Environmental Management of Military Lands (CEMML). This position is located at Fort Lee, Virginia.

DURATION
Approximately 16 weeks, starting Monday, May 9 through August 26, 2016. Daily work schedule will be determined on a weekly basis, but the position will entail up to a 40-hour work week with a minimum availability of 20 hours per week.

ORGANIZATION
CEMML is a research, education and service unit within the Warner College of Natural Resources at Colorado State University (CSU). CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations. To learn more about CEMML’s contributions to land management, our mission, vision, and values, visit http://www.cemml.colostate.edu/.

LOCATION
Fort Lee is situated alongside the Tri-Cities of Virginia – Petersburg, Colonial Heights and Hopewell – as well as the counties of Chesterfield, Dinwiddie and Prince George. It is approximately 116 miles from Washington, D.C., and is 21 miles from Richmond, the Virginia state capitol. Its mission is to provide logistics doctrine, organizations, training, leader development, and material solutions to sustain a campaign quality Army with joint and expeditionary capabilities during peace and war. The Army garrison shares many similarities with its neighbors. Beyond its primary mission of training sustainment Soldiers, Fort Lee is a community, a workplace and a home to hundreds of military families. Within the past decade, Fort Lee has experienced enormous growth as a result of the 2005 Base Realignment and Closure mandates and its designation as the Army Sustainment Center of Excellence – a focused training base for military supply, subsistence, maintenance, munitions, transportation and more. Those decisions sparked a massive base modernization mission with a budget of more than $1.2 billion. In addition to new training facilities, administrative areas, dining facilities and barracks, Fort Lee has experienced phenomenal growth among its support facilities for military families.

RESPONSIBILITIES
Under the direction of on-site CEMML Curation Specialist, the curation assistant will support the U.S. Army Cultural Resources Program on the Fort Lee Military Reservation by conducting following tasks: (a) collections archiving including accessioning and cataloging new collections, preparing collections for temporary loan and/or analyses, and repackaging of collections to meet the standards identified in 36 CFR §79; (b) providing maintenance and oversight of artifact inventory database to include new and existing collections as well as site data information, support for the maintenance and security of the building and grounds, and moving materials between storage areas; and (c) assist with the development and maintenance of new or existing exhibits within the Fort Lee Regional Curation Facility.
PHYSICAL REQUIREMENTS
Applicants must be able to lift 25 pounds with ease. Applicants must also be able to work well with others and be able to work independently.

MINIMUM QUALIFICATIONS
The successful candidate must demonstrate U.S. employment eligibility; CEMML will not provide visa sponsorship for this position. Successful candidates must have or be able to obtain a valid U.S. Driver’s License. Successful candidates must have also completed their junior year in an anthropology, archaeology, or museum studies degree program with emphasis in curation and collections management.

DESIRABLE QUALIFICATIONS
Preference will be given to applicants that have previous archaeological collections management experience and knowledge of North American history and prehistory, especially Mid-Atlantic archaeology.

HOUSING
No housing or per diem will be provided. Candidates are responsible for securing housing and arriving daily at Fort Lee, Virginia. Transportation will be provided to individual work sites on the installation.

DIVERSITY STATEMENT
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the department’s commitment to diversity and inclusion.

BACKGROUND CHECK
Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. A background check conducted by Fort Lee will also be required for base access.

PAY RATE
The pay range is between $13.51 and $15.00 per hour, commensurate with experience and qualifications.

APPLICATION
Please read all instructions. Applications may be emailed, faxed, or mailed. Application packets must include a 1) cover letter and statement of qualifications; 2) resume; 3) copy of all college transcripts; 4) name and daytime phone number for three references, including one current or former supervisor. Transcripts do not need to be official, sealed, or sent from college. All application materials must be received by March 21, 2016. Incomplete applications cannot be considered. Qualified applicants may be contacted after the closing date to schedule an interview. Submit all application materials to the following address (Do not send any materials to Colorado State University:

Cultural Resources Management Program (ATTN: Elizabeth Bell)
Regional Archaeological Curation Facility
Building 5222
Fort Lee, VA 23801-1604
FAX: (804) 734-3762
elizabeth.bell@colostate.edu

For more information, contact Elizabeth Bell at (804) 765-7026 or by email at:
elizabeth.bell@colostate.edu
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See a complete listing of open CEMML positions at http://www.cemml.colostate.edu.