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## Auburn University Job Description

Job Title: **NAGPRA Assistant**

Job Family: No Family

Job Code: **AB41**

Grade LM07: \$37,900-\$56,900

FLSA status: Exempt

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### Job Summary

Reporting to the NAGPRA Coordinator, the Native American Graves Protection and Repatriation Act (NAGPRA) exercises a significant degree of independent judgement and discretion while assisting and processing artifacts and funerary items in secured storage on Auburn's campus and works with Native American tribes to repatriate these items appropriately. Assists in documentation and implementation of NAGPRA compliance by inventorying NAGPRA collections, conducting osteological documentation of human remains, and assessing archaeological collections for additional NAGPRA materials.

### Essential Functions

1. Conducts multiple inventories of NAGPRA collections (osteological and artifactual) and prepares them for curation in the NAGPRA lab for repatriation, writing collection inventory reports, and assists with data entry and database management.
2. Identifies, analyzes, and assesses archaeological collections for NAGPRA compliance to ensure compliance with all applicable local and federal regulations and appropriate cataloging and inventorying of the artifacts.
3. Assists the NAGPRA Coordinator with consultation planning and travel arrangements.
4. Maintains equipment, including preventive maintenance, scheduling repairs as needed, and troubleshooting equipment malfunctions. Orders curation materials and related supplies.
5. Performs other related duties.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Anthropology, Museum Studies, Native American Studies, or other related field. Master's degree is desired.
<b>Experience (yrs.)</b>	0	Experience in identifying and documenting Native American artifacts, human remains, and associated funerary objects.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of museum collections management registration and documentation standards and data management procedures. Knowledge of archaeological methods and experience working with archaeological and or ethnographic collections. Familiarity with of Federal Native American Graves Protection and Repatriation Act (NAGPRA). Ability to work collaboratively. Good verbal and written communication, active listening, critical thinking, multi-task and time management skills. Ability to work respectfully with culturally sensitive materials. Ability to use sound judgement in responding to issues and concerns that require discretion and confidentiality. Knowledge and ability in working with Microsoft Office Suite (Access, Excel, and Word), and museum data management software.

#### Certification or Licensure Requirements

None required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 20 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/31/2023

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