
Auburn University Job Description

Job Title:	Coord, NAGPRA	Job Family:	No Family
Job Code:	AB31	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

The NAGPRA Coordinator coordinates compliance, consultations, repatriations, and other activities associated with ensuring Auburn University's compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) federal regulation by coordinating inventory and curation of Native American artifacts and remains. Coordinates the disposition and repatriation of culturally identifiable and unidentifiable remains and objects, establishes and maintains relationships with tribal communities, and serves as an institutional point of contact for Native American ancestral remains and objects.

Essential Functions

1. Initiates, manages, and completes multiple inventories of Auburn University's Native American artifacts, human remains, and related objects located on the main Auburn campus. This includes the NAGPRA collections (osteological and artifactual) and their preparation for curation in the NAGPRA campus lab for repatriation to their Native American tribe of origin.
2. Cultivates and maintains relationships with Native American and tribal communities. Works with federally recognized tribal representatives to determine whether or not human remains and/or funerary objects can be culturally affiliated with tribal groups and nations known to inhabit the region where these items were discovered and returned to the tribe of origin. Consults with Native American tribal representatives regarding treatment, identification, and cultural affiliation of ancestral remains and artifacts.
3. Serves as the institutional point of contact for all NAGPRA inquires seeking information about Native American remains and objects to include consultation, repatriation, disposition, and access to Native American's human remains and objects in Auburn University's possession. Interacts with the public, university, and professional community through teaching, lectures, presentations, and publications.
4. Collaborates and consults closely with faculty in the Anthropology Program in matters of compliance and procedure, as well as the department chair of Sociology, Anthropology, and Social Work to ensure that all regulations are being followed.
5. Oversees the disposition of human remains and objects in culturally sensitive ways and prepares them for repatriation and/or short and long-term curation.
6. Drafts notices for submission to the National Register and files required documentation with National NAGPRA.
7. Develops and submits grant proposals and funding requests to support NAGPRA activities.
8. Recruits, trains, and supervises graduate and undergraduate assistants and volunteers.
9. Administers NAGPRA-related budgets and purchases all necessary materials and supplies.
10. Advances Auburn University's NAGPRA standing through attendance at conferences and workshops, service on advisory panels, and holding office or performing relevant committee assignments in professional organizations. Participates in promoting and coordinating outreach activities for research and education.
11. Performs other duties as assigned.

Supervisory Responsibility

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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>
Education	Master's Degree	Degree in Anthropology, Museum Studies, Native American Studies, or other related field.
Experience (yrs.)	2	Experience in identifying, analyzing, organizing, and managing 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

Thorough knowledge of NAGPRA law and procedures for compliance, consultation and project management, prior experience working with diverse groups of stakeholders (i.e. descendant communities, university faculty, staff, students, and government staff), prior experience working with fragmentary osteological collections.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/11/2022
