



Associate Archaeologist Columbus, Ohio

About Us

Founded in 1988, Commonwealth Heritage Group, Inc. (Commonwealth) is a full-service heritage consulting firm serving clients for projects of all sizes. Commonwealth is a small business and proud founding member of the American Cultural Resources Association, a trade association of the heritage management industry.

In September 2022 we joined industry innovator, PaleoWest, to further our mission of being a leading solution-oriented cultural resource management consulting firm. Our combined resources offer greater access to leading technology, expanded geographic coverage, and additional talent that makes us stronger and delivers the same excellent level of professional expertise that Commonwealth has provided for more than three decades.

As an experienced industry leader, Commonwealth has consistently delivered quality services and value to its clients and has developed an outstanding reputation with clients and regulatory agencies for understanding the intricacies of heritage management planning, permitting, and project implementation. The company's portfolio reflects numerous accolades and acknowledgments from the Environmental Protection Agency, the Federal Highway Administration, the Advisory Council on Historic Preservation, the American Society of Landscape Architects, the Society for American Archaeology, the American Cultural Resources Association, and the Michigan Department of State.

Commonwealth offers an excellent range of benefits [health, dental, vision, life, and disability insurance, paid time off, paid leave, 401(k) plan with company match, etc.]. Commonwealth is an M/F/D/V Equal Opportunity Employer.

Job Description

Because Commonwealth continues to see rapid growth, we are seeking qualified and experienced applicants to fill a full-time Associate Archaeologist position in our Columbus, Ohio office. Primary responsibilities will include: leading and supervising field staff; recording archaeological sites through survey; intensive excavations for site evaluations; monitoring fieldwork quality and reviewing paperwork/notes; conducting background research required for assessments; technical report writing and preparation; adhering to established budgets and schedules; maintaining appropriate professional standards of quality and technical proficiency; positively interacting with team members to meet deadlines; contributing to research and writing for proposal development; and other duties as may be required. This is anticipated to be a ½ time travel and fieldwork position with the remainder of the time contributing to reporting efforts. Travel for non-local projects is necessary. We seek a candidate who wishes to grow within the company. Pay is dependent on experience, but starts at \$25/hr.

Qualifications

- M.A/M.S. or higher in Anthropology or Archaeology;
- Five years of experience directing fieldwork for CRM projects (Midwest/Ohio Valley region preferred);
- Familiarity with Section 106 process and NRHP eligibility criteria for sites is a plus;
- Minimum of two years of experience with analysis and technical report writing;
- Prior experience with Trimble GPS and/or ArcGIS Collector/Survey123/Field Maps apps (preferred);
- Skills with ArcGIS and ArcMap (preferred)

PLEASE NOTE: As a condition of employment, Commonwealth requires that all its employees either be fully vaccinated against COVID-19 (proof of vaccination will be required) or apply for and have an approved medical or religious exception. Should you have questions regarding medical or religious exceptions, please contact Kathy Bowers (kbowers@chg-inc.com; 610-550-6441).

Apply today! Or find more information about this position and other available positions at www.commonwealthheritagegroup.com/careers/