

**POSITION ANNOUNCEMENT**  
**Director, Office of Contract Archeology**  
Maxwell Museum of Anthropology  
University of New Mexico, Albuquerque

The Maxwell Museum of Anthropology at the University of New Mexico seeks a Director for the Office of Contract Archeology (OCA) to lead a dedicated staff conducting innovative cultural resources management research in a University setting. Since its founding in 1973, the OCA has taken a leading role in innovative interdisciplinary cultural resource studies throughout the state of New Mexico and adjacent regions. Working with a diversity of clients, including Federal, State, Municipal and Tribal agencies, the OCA has a distinguished record of developing scientifically based management solutions for projects of all sizes and contributes to the training of undergraduate and graduate students in cultural resource management and archaeological practice.

**Position Summary**

Under indirect supervision from the Director of the Maxwell Museum of Anthropology, the OCA Director (formal University administrative title Associate Director, Maxwell Museum) provides integrated management and professional leadership to the Office of Contract Archeology. Establishes and implements organizational goals and operating procedures for the OCA. Directs, coordinates and oversees multiple contract/grant funded research projects and programs, working with diverse clients, governmental agencies, community members and University programs, offices, and faculty and staff. Plans and manages annual budgets for the organization. Develops strategies for generating revenues and resources for the OCA. Provides professional and technical leadership and mentoring to a team of 8-12 full-time and 10+ part-time staff and student employees. Oversees and directs participation in professional conferences and publications, above and beyond the production of contract and grant deliverables. For more information on the UNM OCA visit <https://oca.unm.edu/>

See Position Description for additional information  
(<https://jobdescriptions.unm.edu/detail.php?v&id=L7005> )

**Minimum Qualification**

Doctorate degree in a related Archeological field; at least 5 years of experience directly related to the duties and responsibilities specified.

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

**Preferred Qualifications**

- Record of conducting substantive archaeological research in the context of cultural resource management programs.
- Demonstrated ability to consistently obtain and manage cultural resource management contracts and grants as Principal Investigator and/or program director.

- Experience supervising staff (>15 persons) and large projects.
- Knowledge of the archaeology of the greater Southwest, particularly of New Mexico.
- Knowledge of federal, state, and tribal cultural resource laws and regulations.
- Demonstrated experience of successful interactions with diverse clients, government agencies, and communities, and University students, programs and administrative units.
- Record of publications including professional journals and technical publications, and record of presentations at professional conferences and meetings.

**Campus:** Main - Albuquerque, NM

**Department:** Maxwell Museum, Office of Contract Archeology (937C)

**Employment Type:** Staff

**Staff Type:** Regular - Full-Time

**Status:** Exempt

**Pay:** \$4,738.93 - \$7,108.40 (Depending Upon Education and Experience)

**Benefits Eligible:** This is a benefits eligible position. The University of New Mexico provides a comprehensive package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. See the [Benefits](#) home page for a more information.

**Best Consideration Date:** 11/18/2020

**Application Instructions:** Only applications submitted through the official UNMJobs site will be accepted. If you are viewing this job advertisement on a 3rd party site, please [UNMJobs](#) to submit an application. <https://unm.csod.com/ux/ats/careersite/18/home/requisition/13932?c=unm>

Please include a letter of interest, a current resume/CV, three writing samples (one professional publication, one technical report, and one of your choosing), and names and contact information for at least 3 references.

**Positions posted with a Staff Type of *Regular* or *Term* are eligible for the Veteran Preference Program. See the [Veteran Preference Program webpage](#) for additional details.**

*The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.*