



**CROW CANYON**  
ARCHAEOLOGICAL CENTER

## **American Indian Initiatives Intern Job Description**

**Position Title:** American Indian Initiatives Intern  
**Status:** Non-exempt  
**Employment Category:** Temporary (10 wk Internship)  
**Reports to:** Educator and American Indian Outreach Manager  
**Approved:** 2/24/2022 RH LP

### **Position Summary:**

The American Indian Initiatives Internship is an entry level position designed to provide valuable experience working and learning from our American Indian Initiatives staff while providing on-the-job training. This internship will help support the American Indian Initiatives department to enhance the Center's commitment to American Indian involvement in archaeology and education.

### **Education and/or Experience:**

Advanced undergraduate or graduate course work in education, museum studies, archaeology, anthropology, American Indian studies, or a related field is required.

### **Essential Duties and Responsibilities:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

American Indian Initiative interns will gain experience in some or all of the following areas by:

- Providing support to the Educator and American Indian Outreach Manager and President/CEO
- Working with the field, laboratory, and education staffs to assist in the delivery of education programs on the archaeology of the Southwest

- Contributing to the development of American Indian Initiatives
- Developing curricula related to Crow Canyon's mission
- Work closely with the Pueblo Advisory Group and other Native Scholars

**Knowledge, Skills, and Abilities:**

- Ability to work as part of a team (intern will attend and contribute to department meetings)
- Ability to work well with students ranging from fourth graders to adults, many of whom have no previous archaeological experience
- Ability to adapt in a dynamic work environment
- Ability to work and live-in outdoor settings and perform rigorous physical duties

**Physical Demands:**

- Must be able to regularly lift and/or move up to 30 pounds
- Must be able to work in adverse weather conditions including heat, rain, and snow
- Must be able to ascend and descend ladders for program activities
- Must be able to walk over uneven terrain
- Must be able to operate a 15-passenger van and minibus legally and safely
- Must be able to stoop, kneel, reach, crouch, or crawl to perform essential job duties
- Must be able to sit for a prolonged period

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Certificates, Licenses, and/or Registrations:**

- Valid driver's license
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position.
- Complete transportation-related training
- Annual health statement is required upon hire.

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

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Signature of Employee

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Date