

Archeology Research Assistant

Historic Preservation - Archaeology

Compensation: \$2,000.00

Application deadline: August 27, 2024

The Mississippi Department of Archives & History welcomes an intern to join the archaeology section of the Historic Preservation division as an *Archaeology Research Assistant*. This intern will assist the Chief Archaeologist in compiling background research and data for submission of Mississippi's first National Register nomination for an archaeological district and writing the context statement for the nomination.

Primary Responsibilities:

- Researching archaeological site information using a variety of sources, including the state archaeology site file, archaeological manuscripts and reports, and archival data such as maps and survey records.
- Incorporating Indigenous knowledge into all aspects of planning and researching archaeology site information.
- Writing site summaries and contextual information for the National Register Nomination Form, utilizing the four criteria for eligibility.

Requirements:

- Strong research capabilities, organizational skills, and attention to detail.
- Excellent written communication skills; Technical writing skills preferred. **A writing sample is required for a complete application.**
- Good computer skills and proficiency in Microsoft Office Suite.
- Compliance with confidentiality requirements.
- Background in archaeology, library science, museum studies, or history is strongly preferred.

Time Commitment:

This internship spans from September 16 to December 16, with a minimum requirement of 140 hours. 360 hours are available if needed for academic credit. The working hours are flexible, Monday through Friday, between 8:00 a.m. and 4:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff. *This internship is available as a virtual internship, with limited attendance at the MDAH office in Jackson.*

How to Apply:

Submit an online application through the [MDAH website](#) by August 27, 2024. Please submit a writing sample to eblackledge@mdah.ms.gov.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.