To be eligible to work on campus as a student assistant, you must be currently enrolled in classes at the University.

**Position Title**
Student Assistant

**Department**
Antonio J. Waring, Jr. Archaeological Laboratory

**Reports To**
Susan E. Fishman-Armstrong, Laboratory Coordinator

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**Position Summary**

This position is funded through the Student Research Assistant Program, UWG. This position is to assist the Laboratory Coordinator at the Antonio J. Waring, Jr., Archaeological Laboratory (Waring Laboratory) with the continued organization, implementation, and research of all the activities within the Educational Outreach Program. The Educational Outreach Program contains multiple components. Two Teaching Trunks are available for elementary classrooms to use archaeology to teach parts of the required Georgia Department of Education’s Curriculum Performance Standards (GPS) in subjects like Math, English, Social Studies, etc., for 3rd-8th grade. A Guided Tour and Mock Excavation are available on-site to provide hands-on experiences with archaeology to teach all ages about the importance of cultural heritage preservation. The collegiate Teaching Type Collection includes bar code capabilities for ease of checkout of materials for UWG classes, and includes lithics, bullets, projectile point, geology, faunal, ethnographic, and floral-types. An annual Open House is provided in April to the public, complete with demonstrations, games, activities, exhibits, and demonstrations. The program successfully has been used by more than 2,670 students (Grade 3-Collegiate) throughout Georgia since CY2005.

**Essential Functions = 100%**

20 % Program Maintenance: The requested Education Research Assistant will work with the Laboratory Director and Laboratory Coordinator with elementary teachers and UWG faculty in scheduling, maintaining, and running all activities through e-mail and phone correspondence. The student will be required to ensure that all the equipment remain organized and ready for use.

5 % Teaching Trunks: The student will be required to maintain the organization of the Teaching Type Collection for UWG students and researchers to use as a reference in artifact identification. The student will be responsible for the distribution of the Teaching Trunks and inventorying them before and after each use.

5 % Guided Tour: The student will be responsible for setting up exhibits for Guided Tours, and assisting with giving the presentation to the public during the event.

5 % Mock Excavation: The student will be required to train volunteers through workshops (as needed) to assist with the Mock Excavations. During each Mock Excavation, the student will be responsible for managing time, assisting the Laboratory Coordinator with volunteer efforts, and giving the presentation to the school group.

5 % The student will work with the Laboratory Coordinator with the development of the Annual Open House by designing an exhibit at the Ingram Library, marketing the event, and working with volunteers on the day of the event.

20 % Research Duties: The student will be required to research, survey teachers, and review other sources of available archaeological education information in Georgia to identify possible changes to strengthen the program.

20 % The student will write a reflection study with recommendations for changes to meet growing unmet demands of the program.

20 % The student will be required to develop and produce a portfolio of work.
Physical Requirements

Must be able to lift 30lbs.

Special Circumstances

Will be required to work one Saturday in April. Must be able to lift 30lbs. Must be able to dig with a shovel and screen dirt for artifacts during a Mock Dig. A potential opportunity might be available for the student to travel and attend a conference to present on his/her work and activities with the program.

Educational Benefits To Be Derived By Student/s In This Job

This position is highly demanding, but is a wonderful opportunity for a student to have practical experience as a public archaeologist or historian and contribute in a meaningful way to public education initiatives.

The Public Education Program has great learning potentials for any undergraduate anthropology major or Public History major that wishes to take advantage of it. This program is multi-faceted and requires the use of a wide range of skills. The student will learn the fundamentals of Archaeology, Collection Management, Public Relations, Marketing, and Education.

The reflection study will enhance his/her critical thinking, writing, and research skills. This study is vital to identify growth or changes to the program to meet the continuing changing needs of teachers and students. The results of this survey will be used to develop a long-range plan of the program and provide the basis for research on Archaeological Education in Georgia.

By maintaining the current components of the program, the student will learn valuable research skills, including but not limited to, state program education regulations (GPS), archaeology, cultural resource management, museum activities, and exhibit design. The student will also learn professional presentation skills and how to modify projects to meet public needs. The student will gain confidence while giving presentations and building their public speaking skills. Computer skills also will be developed as the student prepares projects using Microsoft Access®, Microsoft Word®, Microsoft Excel®, Adobe Photoshop®, and enhancing their researching and navigational skills using the World-Wide Web. Through working with the type (reference) collection, the student will learn how to research, identify, and catalog archaeological material for the education collection and gain invaluable experience with hands-on archaeological laboratory work. The student will be introduced to bar code technology throughout the project’s installation, a newer innovation in the museum field. Most importantly, this project is a wonderful opportunity for a student to have practical experience as a public archaeologist and contribute in a meaningful way to public education initiatives.

Required Experience & Education

The student must either be concurrently taking or has taken Intro to Anthropology.

Minimum Qualifications

Must be a Freshman/Sophomore/Junior majoring in Anthropology, Education, or History and able to commit to 10 hours per week for two semesters (Fall 2010 and Spring 2011). This is a people oriented position and the individual must maintain a helpful and courteous relationship with other students, faculty, staff, and the general public. Must be comfortable giving presentations to various groups. Must have excellent organizational skills and be detail oriented; good communication and interpersonal skills; be able to work under pressure and meet deadlines; ability to work in a team environment; demonstrated computer skills (Microsoft Word®, Microsoft Excel®, Adobe Photoshop®, Microsoft Powerpoint®, and navigational skills using the World-Wide Web required.). Microsoft Access® experience is preferred but not required. Must be able to lift 30 pounds. The position is time sensitive, and must demonstrate the ability to meet deadlines.

Preferred Qualifications

Microsoft Access® experience is preferred but not required.
Disclaimer

The above information is intended to describe the general nature and level of work being performed by people hired for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel hired. All personnel may be required to perform other duties outside of their normal responsibilities as assigned and needed.

Student Name: Last: ____________________________________  First: __________________________________

Signature: ____________________________________________ Date: __________________________

Updated: June 28, 2010