

# ARCHAEOLOGICAL STUDIES



- \*WHAT CAN I DO WITH MY ARCHAEOLOGY MAJOR?
- \*WHAT CAN I DO TO MAKE MYSELF MORE MARKETABLE?
- \*WHERE CAN I FIND CAREER INFORMATION?

• CAREER PLANNING • SUNY POTSDAM • 106 SISSON  
HOMEPAGE: [www.potsdam.edu/career](http://www.potsdam.edu/career) TEL: 315-267-2344

## ***WHAT CAN I DO WITH A MAJOR IN ARCHAEOLOGICAL STUDIES?***

1. Work at dig sites to gather data and then spend time in a lab analyzing this data.
2. Teach in college departments of Archaeology, universities or colleges.
3. Document, catalog, and preserve historical and prehistoric artifacts for a museum.
4. Research how people lived in the past.
5. Preserve and create educational programs for architectural, historical, and archaeological places of significance.
6. Conduct surveys for research and assist in planning for development and construction when there is no previous knowledge of past human activity in a particular area.

## ***EXAMPLES OF FIELDS OF EMPLOYMENT FOR ARCHAEOLOGICAL STUDIES MAJORS:***

1. Academia
2. Historic Preservation Offices
3. Environmental Agencies
4. Libraries
5. Government
6. Park Services
7. Natural Resources Offices
8. Forest Service
9. Museums
10. Engineering Firms

## ***SAMPLE JOB TITLES FOR ARCHAEOLOGICAL STUDIES MAJORS:***

- \* Historical Archaeologist
- \* GIS Analyst
- \* Field Archaeologist
- \* Public Archaeologist
- \* Field Supervisor
- \* Field Archaeologist
- \* Artifact Illustrator
- \* State Historical Preservation Officer
- \* Historian
- \* Field Technician
- \* Laboratory Supervisor



## ***SAMPLE JOB DESCRIPTIONS:***

- Field Supervisor - help supervise field technicians and generally take more responsibility for the work being provided. Analyze artifacts and speak to the public.
- Field Technician - perform archaeological surveys and excavations. Participate in pedestrian surveys, hand excavations, drawing maps and excavating archaeological features.
- GIS Analyst - utilize software to produce maps, digitize data from geographic information services.
- Laboratory Supervisor - manage and oversee artifact cleaning, analysis, and curating. Track the progress of artifacts and see that they are properly cleaned and prepared for conservation, and arrange for their analysis, prepare databases, and curate or arrange for curation.

## ***ENHANCING EMPLOYABILITY:***

1. Get involved in the career development process early, *freshman year*. Check out Careers in Archaeology which are available in the Career Planning Office. It is a manual of advice and a great source for exercises for prospective and present Archaeology majors.
2. Select minors/elective courses that will demonstrate interest/applicability to your career objective.
3. Get career related experience: INTERNSHIPS, summer and/or part-time employment, volunteer. Join a career related association or organization.
4. Develop the following job search and self-marketing skills: resume and cover letter writing, portfolio development, researching employers, interviewing, networking, and employment searching.
5. Skills to develop: excavation, analysis, report writing, long term curation, observation, inferential, basic map skills, organize and prepare data, knowledge of the law, technical writing, writing, speaking, computer literacy, interdisciplinary team problem-solving, second language, teaching, and grant writing.

***SAMPLE INTERNSHIP EXPERIENCES:***

- \* The Hermitage
  - Students will explore the foundations and other subsurface artifacts adjacent to the Jackson family mansion. Students will reconstruct what plantation life was like at the Hermitage of Jackson's time.
- \* Crow Canyon
  - Students will work either as a field intern, researcher in a lab or in environmental archaeology. The center is dedicated to exploring the question of why the Ancestral Pueblo abandoned the Mesa Verde region.
- \* Student Conservation Association
  - Students work with professionals in cultural resource management, environmental education, park recreation, and visitor guidance.

***STRATEGIES FOR CONTACTING EMPLOYERS:***

- \* write an employer targeted resume and cover letter
- \* prepare for the interview
- \* network
- \* use SUNY Potsdam's Career Planning reference books
- \* use SUNY Potsdam's Career Planning web page
- \* learn job search strategies
- \* design a portfolio
- \* develop networking cards

***WHERE TO GET INFORMATION AND ASSISTANCE:***

**1. ANTHROPOLOGY DEPT., SUNY Potsdam, 118B MacVicar Hall**

- \* talk with faculty
- \* check bulletin boards for information on jobs and graduate programs

**2. CAREER PLANNING CENTER, SUNY Potsdam, 106 Sisson Hall**

- \* individual career assistance
- \* workshops/seminars
- \* employer literature
- \* SUNYCDO Job Fair
- \* computerized assessment programs
- \* career testing
- \* networking assistance
- \* free handouts available
- \* Employment Connections Job Fair
- \* job vacancies
- \* summer jobs
- \* reference file
- \* career fairs
- \* Career Planning Internet Homepage
- \* career library
- \* alumni contacts
- \* Virtual Job Fair



***WHAT IF I WANT TO GO TO GRADUATE SCHOOL?***

***RESOURCES AVAILABLE AT THE CAREER PLANNING CENTER:***

- \* graduate school handout
- \* GRE, GMAT, MCAT, LSAT and MAT forms and bulletins  
(GRE computerized tests and graduate study books)
- \* graduate books-schools and programs
- \* financial aid information about graduate school
- \* Peterson's Graduate Programs (G7F,G,H,I,J,K)

***RESOURCES FOR FINDING EMPLOYERS AND CAREER INFORMATION:***

***RESOURCES AVAILABLE AT THE CAREER PLANNING CENTER:***

- \* Career Guide Opportunity Directory (R8GG)
- \* Dun's Regional Directories (R8I, R8J, R8K)
- \* Job Hunter's Sourcebook (R26D)
- \* Summer Jobs for Students (S2A)
- \* Archaeological Research (C4C)
- \* Great Jobs for Anthropology Majors (C4A)
- \* The Archeological Job Seekers Resource Book (R4A)
- \* Careers in Anthropology (C4B) - A career advice manual with exercises for Anthropology students.  
It is a must read manual.
- \* Museum Directory (R33A)
- \* Career Planning Internet Homepage
- \* Additional material found by using Career Planning Library Bibliography

***OTHER SOURCES OF INFORMATION:***

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| <ul style="list-style-type: none"><li>* Archaeological Institute of America<br/>Boston University<br/>656 Beacon Street 4<sup>th</sup> Floor<br/>Boston, MA 02215-6550<br/>(617) 353-9361<br/>Email aia@aia.bu.edu</li></ul> | <ul style="list-style-type: none"><li>* Cyprus American Archaeological Research<br/>Boston University<br/>656 Beacon Street<br/>Boston, MA 02215<br/>(617) 353-6570<br/>Email caari@bu.edu</li></ul> |
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- \* New York State Archaeological Association  
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