

# ARCHAEOLOGICAL STUDIES



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

• CAREER PLANNING • SUNY POTSDAM • 206 SISSON  
Web Site: [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career) TEL: 315-267-2344

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

### **With a BA in Archaeological Studies, students can:**

1. Work in Cultural Resource Management (CRM) at dig sites and to collect and analyze data;
2. Work as an archaeologist for local, state, and federal government;
3. Document, catalog, and preserve historical and prehistoric artifacts for a museum or other heritage site;
4. Work for public or private agencies to do research surveys and otherwise assist in planning for development and construction;
5. Work for industry or for historic preservation firms;
6. Work with the forest service to help educate populations about particular sites and the preservation of artifacts;
7. Work as a field technician for natural resource firms;
8. Work as a public archaeologist to help educate the public about local historical sites;
9. Do GIS work for a variety of public and private construction development, or resource management firms;
10. Work with granting agencies to research project proposals.

### **The BA is also the entry-level degree for the advanced training that would prepare those who wish to:**

1. Do forensic work for law enforcement agencies;
2. Supervise laboratories doing cultural analysis;
3. Teach at the university level;
4. Direct a gallery, museum, or other heritage site;
5. Work at the management level for national and international development organizations, NGOs, financial institutions, and government agencies;
6. Enter law, library science, or medical school.

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

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

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

- |                            |                                         |
|----------------------------|-----------------------------------------|
| * Historical Archaeologist | * Artifact Illustrator                  |
| * GIS Analyst              | * State Historical Preservation Officer |
| * Field Archaeologist      | * Historian                             |
| * Public Archaeologist     | * Field Technician                      |
| * Field Supervisor         | * 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.
2. Select minors or elective courses that will demonstrate interest/applicability to your career objectives.
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 writing, cover letter writing, create a portfolio and self-marketing brochure, researching employers, interviewing, networking, and employment searching.
5. Skills to develop: GIS, 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 President Andrew Jackson's family mansion in Tennessee. 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.

### ***PREPARING FOR THE JOB SEARCH MARKET***

- \* Write an employer targeted resume and cover letter
- \* Learn job search strategies
- \* Borrow resources from SUNY Potsdam's Career Planning Library
- \* Develop networking cards
- \* Network w/employers at Career/Job Fairs
- \* Prepare for an interview
- \* Design a portfolio and self-marketing brochure
- \* Visit SUNY Potsdam's Career Planning Web Site at: [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career)
- \* Seek advice from faculty

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

#### **1. ANTHROPOLOGY STUDIES DEPT., SUNY Potsdam, 124 MacVicar Hall**

- \* Talk with Faculty
- \* Talk with Students
- \* Talk with Alumni

#### **2. CAREER PLANNING OFFICE, SUNY Potsdam, 206 Sisson Hall**

- \* Individual Career Assistance
- \* Workshops/Seminars
- \* Employer Literature
- \* Career Assessment Programs
- \* Career and Job Fairs
- \* Networking Assistance
- \* Alumni Mentor
- \* Job Vacancies
- \* Summer Jobs
- \* Reference file
- \* Career Planning Web Site
- \* Career Library
- \* A Major Affair
- \* Free Handouts Available



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

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

- \* On-Campus Graduate School Fair
- \* Graduate School handout
- \* GRE, GMAT, MCAT, LSAT and MAT forms and bulletins (GRE computerized tests and graduate study books)
- \* Graduate books - listings of schools and programs
- \* Financial aid information about graduate school
- \* Peterson's Graduate Programs (G7F, G7H, G7I, G7J, J7K)
- \* Web Site: [www.potsdam.edu/offices/career/graduate](http://www.potsdam.edu/offices/career/graduate)

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

**RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE (call #'s):**

- \* Career Guide Opportunity Directory (R8GG)
- \* Dun's Regional Directories (R8I, R8J, R8K)
- \* Summer Jobs Worldwide (S2A)
- \* Archaeological Research (C4C)
- \* Great Jobs for Anthropology Majors (C4A)
- \* The Archeological Job Seekers Resource Book (R4A)
- \* Careers in Anthropology (C4B)
- \* Museum Directory (R33A)
- \* Career Planning Job Search Internet Links: [www.potsdam.edu/offices/jobsearch/index.cfm](http://www.potsdam.edu/offices/jobsearch/index.cfm)
- \* 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/><a href="http://www.archaeological.org">www.archaeological.org</a></li><br/><li>* New York State Archaeological Association<br/>16 Atlantic Avenue<br/>Buffalo, NY 14222<br/>(716) 884-6094<br/><a href="http://www.nysaaweb.bfn.org">www.nysaaweb.bfn.org</a></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/><a href="http://www.caari.org">www.caari.org</a></li></ul> |
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