



Title: Cultural Resources Specialist (CMEC CR 2017-002)

Firm: Cox|McLain Environmental Consulting, Inc. (CMEC)

Location: Tulsa, OK

Timeline: Indefinite; open until filled

Job Description: The primary function of the Cultural Resources Specialist position is to support the CMEC Cultural Resources Program as needed with archeology and historic resources background research, fieldwork, and subsequent report preparation. Duties may include conducting archival research; recording archeological and historic resources in the field independently and/or at the direction of senior staff; supporting client, resource agency, and landowner/land agent coordination; preparing and supporting the preparation of documents such as background studies, agency coordination letters, National Historic Preservation Act (NHPA) Section 106 consultation, National Environmental Policy Act (NEPA) sections, and technical reports; supporting curation of archeological materials and field records at state and federal repositories; and other tasks assigned by archeological and historic resources Principal Investigators, CMEC Principals, and environmental Project Managers for projects in Oklahoma, Texas, and surrounding states. This position will require the ability to work in difficult conditions (e.g., remote locations, summer heat, difficult terrain).

Compensation for a full-time position will include a competitive salary and benefits package (health insurance, vacation, profit sharing, etc.). A part-time position is possible.

Qualifications: The successful applicant will possess, at a minimum, a bachelor's degree in archeology, anthropology, history, historic preservation, or a closely related field. **Required:** strong writing skills, valid driver's license, an overall dedication to excellence, a strong work ethic, and a demonstrated ability to work independently and as part of a team. **Preferred:** graduate degree in archeology, anthropology, history, historic preservation, or a closely related field; knowledge of Oklahoma and Texas archeology and history; at least six months of internship, archeology field school, or professional cultural resources experience; knowledge of Oklahoma and Texas regulatory compliance frameworks; experience with a range of Global Positioning System (GPS) equipment; experience with archeological and/or historic resources surveys; familiarity with NHPA/NEPA compliance; report production and general quality control; previous work for state Departments of Transportation (DOTs); experience with tablet applications and resource databases; RPA designation. It is preferred that candidates are already based in Oklahoma.

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (in PDF, RTF, or MS Word format) a short sample of original writing (e.g., an extract from a consulting report, honors or degree thesis, or research paper), cover letter, resume, and contact information for three references to jobs@coxmcclain.com. Please include the following as the subject line of your email: **CMEC CR 2017-002**. CMEC is an Equal Opportunity Employer.

Website: www.coxmcclain.com

Contact: E-mail: jobs@coxmcclain.com (remember to include **CMEC CR 2017-002** in subject line)
Phone: 918-986-1717