



Internal/External Posting: **Cultural Resources Specialist**

Classification: Part Time, Non-Exempt
Salary Grade 25
Starting hourly rate: \$27.43 - \$34.31

Benefits: Ohio Public Employees Retirement System, Sick Leave

Profile: Successful candidate will possess a passion for archaeology and history, demonstrate the ability to creatively grow and manage an archaeological field school, and develop projects in collaboration with area partners. Under the direction of the Supervisor of Cultural Resources, employee will assist with cultural resource management throughout the park district in cooperation with a multidisciplinary team of scientists. Duties will include developing field school opportunities in collaboration with colleges, universities, volunteers and community partners; and, be responsible for the collaboration and management of Summit Metro Parks' document retention schedule to ensure legal compliance. Duties may include conducting cultural resource data collection, analysis, and compilation of technical documents.

Qualifications: Bachelor's degree in anthropology, archaeology, history, or a related discipline. Broad, general understanding of cultural natural resource issues, typically acquired through formal training at the bachelor's degree level or equivalent. Minimum three years archaeological fieldwork experience. Preferred candidate will meet the following qualification criteria: Experience in multiple archaeological methods, such as pedestrian survey, shovel testing, archaeological excavation, and/or geophysical survey; experience managing or teaching fieldwork; experience in archaeological lab methods, particularly in artifact processing and inventory; and, experience in document or archival management. Valid Ohio driver's license with clean driving record. Certification in First Aid / CPR.

While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear; use hands to finger, handle or feel and to reach with hands and arms; lift and/or move up to 25 pounds; and, utilize close vision, distance vision, peripheral vision, depth perception and have the ability to adjust focus. The employee is further required to sit, climb or balance, stoop, kneel, crouch or crawl, taste or smell.

While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet, fumes or airborne particles, and confined spaces. Must achieve drug-free workplace compliant screening results, including THC and alcohol.

Conditions of Continued Employment: Must successfully complete a one-year probationary period.

Contact: Please submit a letter of interest and resume in PDF or WORD format to: employment@summitmetroparks.org

Posting Date: **November 04, 2025**
Closing Date: **November 18, 2025**