



**POSITION AVAILABLE:  
Research Archaeologist**

**Division:** Stage 3-4 Planning Applications and Special Projects Division  
**Hiring Manager:** Dr. Ronald F. Williamson, PhD, CAHP  
Managing Partner and Senior Archaeologist  
**Location:** Main Office at 528 Bathurst Street, Toronto, ON M5S 2P9  
**Employment Basis:** One-year contract January 2010-January 2011, Monday to Friday,  
business hours; contract renewal possible  
**Compensation:** Salary with benefits, commensurate with experience  
**Starting Date:** January 2010

**Position Requirements**

The Stage 3-4 - Special Projects Division is primarily responsible for archaeological assessments required as part of planning and development projects undertaken pursuant to the Ontario Planning Act. This division handles both routine archaeological surveys and excavations in advance of development, as well as planning and cemetery studies. It also handles Aboriginal consultation programs in advance of the development and planning studies. The Division is seeking a Research Archaeologist to provide research assistance and support in all projects requiring Aboriginal consultation.

**Key Responsibilities**

- Provide support in Aboriginal consultation programs, which includes:
  - act as administrative support for these projects
  - prepare proposals for submission
  - organize and participate in meetings with First Nations, Métis and Aboriginal groups
  - keep detailed records of communications, including meeting minutes and prepare status reports
- Provide research assistance and report preparation for the Special Projects Division which can include northern projects, archaeological master/official plans, and other cultural heritage related topics.
- Assist Division Manager with all project-related tasks, as needed

**Qualifications**

- Applicants must have a Bachelors of Arts (BA) degree in Archaeology/Anthropology or a related field
- Excellent research, written and verbal communication skills
- Excellent interpersonal and organization skills, including time management, and demonstrated professionalism, diplomacy, judgment and discretion in dealing with confidential or sensitive matters
- Familiarity with policies and guidelines regarding Aboriginal consultation in Ontario (e.g., Ministry of Culture Draft Technical Bulletin on Engaging Aboriginal Communities in Archaeology, etc.)
- Ability to work in a team environment, problem-solve & multitask under deadline pressure
- Proficient in Microsoft Office and Adobe products, i.e. Illustrator, PowerPoint, Photoshop, Acrobat

- Qualifications to obtain an archaeological research license from the Ministry of Culture is an asset but not a requirement; and
- Valid driver's license (minimum Class G or equivalent) is also an asset.

**How to Apply:**

Please apply with CV and cover letter addressed to Ronald Williamson, either by email (rwilliamson@iasi.to) —or at the following address:

Ronald Williamson  
Archaeological Services Inc.  
528 Bathurst Street  
Toronto, Ontario  
M5S 2P9

**Deadline for Application:**

November 27, 2009