

OVERVIEW

JOB POSTINGS

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## 135016 - Assistant Archaeologist

**Circle CRM Group****Job Posting**

Job Posting Status:	<b>Approved</b>
Internal Status	<b>Not Set</b>

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Term Posted:	2026 Summer
Date Created:	01/27/2026 10:26 AM
Job Type:	<b>Co-op</b>
Application Deadline:	03/25/2026 11:59 PM
Application Method:	Upload documents to myExperience
Employer Application Email Sent:	No

**Job Posting Information**

Term Posted:	2026 Summer
Position Type:	Co-op
Targeted Degrees and Disciplines:	<a href="#">View Targeted Programs</a>
Job Title:	Assistant Archaeologist



and Alberta Historic Resource Impact Assessments (HRIAs). This position involves traveling to and from project base locations for up to 10 to 14 days at a time, conducting daily travel to and from project areas, performing pedestrian traverse, and conducting subsurface testing as required.

#### ESSENTIAL FUNCTIONS

- Excavation Support - Assist in digging, recording, and documenting archaeological sites.
- Surveying - Conduct field surveys using tools like GPS, total stations, and ground-penetrating radar.
- Mapping - Help create site maps and record artifact locations.
- Soil Analysis - Identify soil changes and features indicating cultural activity.
- Artifact Recovery - Carefully excavate, label, and document artifacts for further study.
- Site Preservation - Implement best practices for site protection and minimal disturbance.
- Travel to/from project base
- Fieldwork (driving, hiking, subsurface testing)
- Safety training

#### *Additional Responsibilities*

- Equipment maintenance

#### QUALIFICATIONS

##### *Must Haves:*

- Bachelor's Degree in Archaeology (or in progress)
- A valid Class 5 Driver's License with insurance history for 3+ years
- Ability to travel and conduct fieldwork for long hours in inclement weather and rugged terrain
- Ability to be away from home for 10 to 14 days at a time
- Ability to perform manual labor, including hiking up to 8-10 km per day and carrying objects weighing up to 50 lbs
- Self-motivated with strong initiative
- Ability to work cooperatively and contribute to a positive team environment
- Commitment to maintaining physical and mental health

##### *Assets:*

- Positive attitude and belief in teamwork
- Strong oral and written communication skills
- Leadership experience
- Prior experience with Argos/ATVs
- Strong time management skills and ability to work under pressure
- Ability to work independently with minimal supervision



- Do your best - Strive for excellence in all aspects of work.

## OVERVIEW

## JOB POSTINGS

- Continuously grow - Pursue learning and innovation.
- Be humble - Foster a culture of respect and collaboration.
- Have fun - Promote a positive and engaging workplace.

*Key Performance Indicators (KPIs)*

- Number of sites found: One per month of fieldwork
- Zero safety incidents

**WORK ARRANGEMENT:**

- Onsite - Work location AT 4807 32 St SE #60, Calgary, AB T2B 2X3
- Salary range, hours per week: \$23/hr, 40 hours/week

<b>Attachment:</b>	Job_Description__Assistant_Arc...matted.pdf
<b>Work Location Type:</b>	Onsite
<b>International Position?:</b>	No
<b>Job Location City:</b>	Calgary
<b>Job Location Province/State:</b>	Alberta
<b>Job Location Country:</b>	Canada
<b>Duration:</b>	4 or 8-month
<b>Number of Positions:</b>	1
<b>Salary (Low end):</b>	23
<b>Salary (High end):</b>	23
<b>Payment Frequency:</b>	Hourly
<b>Salary:</b>	\$23.00 hourly for 40 hours per week

**Application Information**

<b>Application Deadline:</b>	March 25, 2026 11:59 PM
<b>Application Documents Required:</b>	SIS - Student Info Summary,Cover Letter,Resume,Transcript
<b>Application Method:</b>	Upload documents to myExperience

OVERVIEW **JOB POSTINGS**

<b>Division:</b>	Circle CRM Group
<b>Website:</b>	<a href="https://www.circleconsulting.ca/">https://www.circleconsulting.ca/</a>
<b>Address Line One:</b>	60, 4807 32 St SE
<b>City:</b>	Calgary
<b>Province / State:</b>	Alberta
<b>Postal Code / Zip Code:</b>	T2B 2X3
<b>Country:</b>	Canada

 **SERVICE TEAM**

No service team assigned.