JOB ANNOUNCEMENT

**Company:** International Archaeological Research Institute, Inc. (IARI)
**Position:** Guam Office Manager/Supervisory Archaeologist
**Location:** Guam

**Description:** International Archaeological Research Institute, Inc. (IARI), a non-profit, equal opportunity employer, seeks a full-time Office Manager/Supervisory Archaeologist for its Guam office. Some project management and Pacific island archaeology experience is required. Position requires office administration, writing proposals, managing projects, maintaining client relations, writing reports, and conducting and supervising survey and excavation fieldwork and laboratory analysis. MA or PhD degree is required. Applicant should have writing, research, fieldwork, and basic GPS/GIS and computer skills, a good sense of organization, interpersonal skills, a strong determination to maintain project schedules, a willingness to work as part of a team, and problem-solving abilities. Office Manager will reside in Guam (housing provided). Occasional travel required. Position available immediately. Salary and benefits are commensurate with the position, experience of the applicant, and industry standards. Please submit a letter of interest and résumé (including three references) to BusinessOffice@iari.org Attn: Rona. Closing date: June 3, 2011.