

**WESLEYAN UNIVERSITY  
POSITION ANNOUNCEMENT**

**JOB TITLE:** Repatriation Coordinator

**DEPARTMENT:** Office of Diversity and Strategic Partnerships

**SALARY:** Salary commensurate with experience (3 year position with possible extension based on need)

Wesleyan University seeks a Repatriation Coordinator to oversee compliance with the Native American Graves Protection and Repatriation Act. The Repatriation Coordinator may teach two courses a year in related fields.

**TYPICAL DUTIES:** Reporting to the Vice President of Diversity and Institutional Partnerships with relationship to NAGPRA Advisory Council

**Responsibilities include:**

- a) Implementation of NAGPRA regulations, including the development and maintenance of inventories, summaries, notices and supporting documentation,
- b) Facilitate NAPRA Advisory Council, to be appointed,
- c) Develop and maintain relationships with Tribal representatives regarding NAGPRA sensitive collections, conduct formal consultations, establish culturally appropriate guidelines for handling and curation of human remains, funerary objects, sacred objects and objects of cultural patrimony.
- d) Facilitate Tribal visits and transfers of human remains and objects,
- e) Manage communications with National NAGPRA Office, other institutions, and media about this work,
- f) Attend NAGPRA meetings and trainings as needed.

**MINIMUM QUALIFICATIONS:** MA degree. Experience in non-profit or educational environment. Experience with formal consultation and implementation of NAGPRA, including inventory of human remains and artifact collections, cataloging, collections documentation, determinations of cultural affiliations, publishing formal notices with preference for experience with Culturally Unidentifiable human remains and artifact collections. Demonstrated ability to work collaboratively and as a team player. Proven organizational skills including ability to multitask. Demonstrated successful project management experience. Excellent interpersonal and communication skills including the ability to communicate effectively with diverse constituencies at all levels within the university community as well as external partners. Excellent verbal and written communication skills. Proficiency in Microsoft Word and Excel, Entourage and Office Outlook, including ability to work in both PC and Mac environments. Ability to work weekends and travel as required.

- PREFERRED QUALIFICATIONS:** PhD with teaching experience. Background in North American Native history/archaeology. History of commitment to and working with Native communities.
- COMPETENCIES:** Customer focus, project management, respects diversity, Effective communications skills, cultural sensitivity, flexible/receptive to change, teamwork/collaboration.

This position will report to the Vice President of Institutional Partnerships/CDO and be overseen by the Repatriation Advisory Council.

Please visit [Careers@Wesleyan](mailto:Careers@Wesleyan) for information on application process. For information about the position please contact Sonia Manjon at 860-685-3927 or [smanjon@wesleyan.edu](mailto:smanjon@wesleyan.edu).

Review of files will begin June 18, 2012 and continue until the position is filled. August 2012 start date or negotiable.