Working Title: NAGPRA Project Manager  
Position: 00037976  
Department: Office of the Vice Provost for Research (OVPR)  
FLSA: Exempt Academic Specialist

The NAGPRA Project Manager will support the Bloomington campus’s activities in response to regulatory changes in the federal Native American Graves Protection and Repatriation Act (NAGPRA). The new regulations apply to culturally unidentifiable Native American human remains. The Bloomington campus currently has in its possession the remains of approximately 7,500 individuals some of which are classified under NAGPRA as culturally unidentifiable. The archaeological sites from which these remains were removed are in multiple states of the United States.

Indiana University Bloomington will be notifying and communicating with all Native American tribes from whose tribal or aboriginal lands these human remains were removed. The campus will be inviting and hosting consultations with these tribes seeking a mutual agreement among Native American tribes from whose tribal or aboriginal lands the remains were removed on how and to whom specific human remains will be transferred.

This position reports to the Associate Vice Provost for Research in the Humanities and the Arts, and the Assistant Vice President for Research Compliance.

Major areas of responsibility include:

**Process/Relationship Coordination**

- Manage curation and preservation of NAGPRA Collection  
- Apply for external resources that are available to achieve goals  
- Interact closely with staff in the Mathers Museum/Glenn Black Laboratory and the Department of Anthropology in regards to human remains.  
- Assess the need for policy at IU Bloomington and advise on policy refinement.  
- Coordinate communications with other IUB units related to objects in their collections that falls under NAGPRA  
- Establish and maintain relationships with the tribal communities and initiate processes that will potentially lead to repatriation of human remains.  
- In consultation with the Advisory Committee on Human Remains as well as IU Legal Counsel and IU Compliance Officer coordinate responses to requests and inquiries with other internal units, committees, and offices. Track responses and prepare status reports.  
- Consult, as appropriate, the National NAGPRA office regarding implementation of NAGPRA.  
- Attend NAGPRA meetings in Washington DC and advise campus committee on developments.  
- Serve as the “Institutional” point of contact for all inquiries seeking information about Native American human remains and objects falling under NAGPRA.  
- Advise on dispute management.
• Maintain records on the outreach, notification, and consultation process with Native American tribes from whose tribal or aboriginal lands unidentifiable remains were removed. Document the exchange of information.
• Prepare required public notifications about proposed dispositions.
• Oversee disposition of culturally unidentifiable remains and objects.
• Oversee repatriations of culturally identifiable remains and objects.
• Oversee the review of IUB collections for NAGPRA eligibility, including coordinating tribal consultations and preparation of repatriations.
• Serve as a non-voting ex officio member of the Advisory Committee on Human Remains.

Database and Document Management
• Gather and consolidate campus-held information about previous notifications and communications regarding NAGPRA relevant archaeological sites.
• Revise the current catalog and the process for cataloging human remains and associated objects to ensure that it is in compliance comply with national regulations and standards.
• Organize and maintain new information
• Prepare information and updates for the OVPR NAGPRA website pages

Committee Support
• Provide support for OVPR committees, task forces, or working groups, as requested, including document management. Research and prepare summaries of background materials for committee meetings, maintain meeting records, and track actions taken.

Other
• Provide other support as required by the OVPR.

QUALIFICATIONS
• Master’s degree required, Ph.D. preferred, with 3-4 years of progressive administrative experience.
• Knowledge of the Native American Graves Protection and Repatriation Act and implementing regulations, experience with NAGPRA preferred.
• Reasonable knowledge of relevant North American history and pre-history, including archaeological theory and method and the history of the relationship between Indian tribes and colonization of North America
• Reasonable knowledge of the relationship of federally-recognized tribes with state and federal governments.
• Experience in assisting with complex, sensitive, or confidential projects
• Excellent information management skills
• Demonstrated ability to initiate projects, manage multiple projects simultaneously and carry them through to completion, as well as the flexibility to change focus and priorities quickly.
• Strong interpersonal skills along with excellent oral and written communication;
• Strong computer and analytic skills and the ability to work in both Mac and Windows environments, database management experience
• Prior experience working with a wide variety of individuals internal to the University (faculty, staff, and students) and individuals and groups external to the University and with a wide variety of cultural perspectives.
• Demonstrated sensitivity; ability to listen and deal warmly and empathetically with a wide range of people and groups.

Applications will be accepted until the position is filled.

Applicants should submit a cover letter, complete curriculum vitae, and the names and contact information of three professional references. Nominations are welcome. Materials should be sent to Professor Ruth M. Stone, Chair, Search and Screen Committee, Office of the Vice Provost for Research, Carmichael Center Suite 202, 530 E. Kirkwood Ave, Bloomington, Indiana 47408-4003. Alternatively, they may be sent electronically to Fraya Fox at ffox@indiana.edu. Indiana University Bloomington is an equal opportunity / affirmative action employer. Minorities and women are encouraged to apply.