



## THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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### **JOB OPENING:**

#### **LABORATORY COORDINATOR, M. H. Wiener Laboratory for Archaeological Sciences, ASCSA**

The American School of Classical Studies at Athens (ASCSA) invites applications for the position of Laboratory Coordinator of the M. H. Wiener Laboratory for Archaeological Science in Athens. The American School of Classical Studies at Athens (ASCSA) is one of the world's leading research and teaching institutions dedicated to the advanced study of all aspects of Greek culture, from antiquity to the present day. Founded in 1881, the ASCSA provides graduate students and scholars from 197 affiliated North American colleges, universities, and research institutions a base for research and study in Greece. The ASCSA operates two major research libraries in Athens (the Blegen Library and the Gennadius Library), supports archaeological research and excavations in the Ancient Agora of Athens, in Corinth, and elsewhere in Greece, leads in the advancement and integration of archaeological science in the research about the human past in Greece, and disseminates information about its research through an active publications program.

The Malcolm H. Wiener Laboratory is an active research laboratory dedicated to archaeological science in Greece. The lab provides both American and international scholars of archaeological science in the eastern Mediterranean and adjacent areas the tools and resources to answer a variety of scientifically-based questions, mainly in the fields of bioarchaeology, geoarchaeology, palaeobotany, and zooarchaeology.

**GENERAL RESPONSIBILITIES:** The Laboratory Coordinator is responsible for day-to-day activities in the laboratory and in support of the Director of the laboratory. Activities will include, but are not limited to scientific laboratory operations and administration, equipment training and maintenance, administration of budget and account management, overseeing activities of fellows and researchers, and developing and maintaining reference collections and records including coordinating with library staff.

**REPORTS TO:** Director of the Wiener Laboratory

**START DATE:** 1 July, 2015

**SPECIFIC RESPONSIBILITIES:** Responsible for organizing and supervising all of the administrative and research laboratory activities that facilitate the operation of the Wiener Laboratory. Provide training in use of laboratory equipment. Give technical support for fellows and other researchers. Ensure laboratory facilities and research equipment are used and maintained properly. Oversee the maintenance, repair and replacement of equipment. Facilitate safe and efficient operation of all laboratory functions. Responsible for purchasing lab supplies and preparing ordering lists. Monitor budget and assist its preparation. Provide administrative support to members of the Lab and assist in the organization of Lab events. Responsible for the webpage and social media pages of the laboratory. Coordinate with Blegen Library staff in library management. Responsible for care and use of the laboratory's comparative collections. Instruct ASCSA members and visitors in the use of the laboratories, collections and library. Provide tours of the laboratory. Represent the laboratory in lieu of the director. Perform other duties as assigned.

#### **QUALIFICATIONS:**

- A postgraduate qualification in archaeological science or related disciplines at or above Master's level with written and oral fluency in both English and Modern Greek.
- Professional knowledge of concepts, principles, practice, methodology and instrumentation of disciplines of Archaeological Sciences or related fields.

- Knowledge of or ability to learn and understand instrument technology sufficient to monitor equipment mechanical and technical operations including assessments and corrections to maintain operations.
- Basic accounting and computer skills required: Microsoft Office Suite, basic Web design and maintenance. Evidence of competence in some graphical, statistical and scientific software.
- Demonstrated experience working in laboratory and on research projects.
- Strong organizational and communication skills and the ability to work both independently and as part of a team.

The position is full-time. Salary competitive. Generous benefits package. Successful candidate must live and work in Athens, Greece.

Send a letter of application, a *curriculum vitae*, and minimum of two confidential letters of reference to Dr. Panagiotis Karkanias, Director, Malcolm H. Wiener Laboratory for Archaeological Science, American School of Classical Studies at Athens, 54 Souidias Street, GR-106-76 Athens, Greece or email application TKarkanias@ascsa.edu.gr.

Review of applications will begin immediately: **deadline for submission of all materials is 20 May 2015**

***The ASCSA is an EO/AA employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in provision of employment opportunities and benefits.***