

**NAGPRA Registrar (9722C), Government & Community
Affairs - 67034**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234009>

Downloaded On: May. 16, 2024 9:05am

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

Job Title	NAGPRA Registrar (9722C), Government & Community Affairs - 67034
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

At the University of California, Berkeley, we recognize that every member of our community has benefited, and continues to benefit, from living, working, and occupying the ancestral territories of California Native Nations. Consistent with our values of community and diversity, the University has a responsibility to acknowledge and make visible its role in the injuries committed against California Native Nations. In this way the University seeks to prioritize respect for both the historic culture and the contemporary presence of Native Americans throughout California and on its campus by striving to hold UC Berkeley more accountable to the needs of American Indian and Alaska Native Nations and Native Hawaiian Organizations.

Given the unique history of the state of California, and UC Berkeley's role as the flagship land grant institution of the UC system, as well as the inherent sovereignty of Native Nations, it is imperative that the university include Tribal needs and perspectives within the fabric of the institution.

The NAGPRA Repatriation Team will report to the Chancellor's Designee, the Assistant Chancellor,

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Government and Community Relations in the Office of the Chancellor.

The Government and Community Relations (GCR) office builds relationships with community leaders, elected officials, government agencies and third-party advocates to further the mission of UC Berkeley in the public sector. The issues of primary focus for the GCR team include student financial aid, admissions, scientific research and other policies at the forefront of higher education and government. GCR also coordinates the University's response to a wide range of political and policy issues, and advises administrators and faculty on strategies to gain constructive dialogue with government and community leaders.

Under general supervision of the UC Berkeley Repatriation Coordinator, and as part of the UC Berkeley NAGPRA team, the incumbent supports policy compliance, registration, documentation, and reporting requirements in support of the campus' repatriation obligations, set forth by the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990, the California Native American Graves Protection and Repatriation Act (CalNAGPRA) of 2001, and the University of California systemwide policy on Native American Cultural Affiliation and Repatriation.

The incumbent supports research of new, pending, and changing systems, programs, and guidelines related to relevant Federal regulations, industry practice, and registration standards, as pertinent to NAGPRA/CalNAGPRA. The incumbent also performs routine maintenance such as registration-related filing and data management, and answering requests from other institutions, descendant communities, and other stakeholders. The incumbent also responds to requests for digitization and/or in-person use of archives and records in collaboration with Collections and Registration staff for NAGPRA/CalNAGPRA purposes.

Application Review Date

The First Review Date for this job is: 04/15/2024. This position is open until filled.

Responsibilities

Collection database and records management

- Creates and updates collection database records as required to track holdings from claims through to repatriation or transfer.
- Identifies reporting needs and assists in the development of new tools as needed to streamline consultation planning, repatriation, and documentation.
- Reviews and updates provenance and provenience records.

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- Maintains digital and physical records of NAGPRA activities relating to claims and reporting.
- Drafts and tracks legal documents relating to transfer of title, physical disposition, Held-In-Trust, loans, and repository agreements of NAGPRA holdings for tribes, other institutions, and/or government agencies.
- Consolidate and develop a tracking system for NAGPRA archives on campus.

NAGPRA support

- Facilitates NAGPRA/CalNAGPRA documentation requests and maintains records of information shared with external stakeholders.
- Assists with locating and assembling information such as archives, accession files, archaeology site records, results of previous scientific testing and research where available; conservation records, and loan history.
- Conducts object research when required and produces reports for NAGPRA claims. Works with collections staff and the Information Systems Manager to produce complex reports.
- Liaises with agency representatives as appointed, for activities involving federal or state collections.
- Maintains documentation and records related to tribe-requested testing and analysis.
- Assists with NAGPRA/CalNAGPRA consultation.
- Contributes to team administrative activities when extra support is needed.
- Assists with couriering and freight planning as needed.

Assistance with monitoring of compliance with Federal NAGPRA and CalNAGPRA guidelines.

- Assists with the composition of claim reports, Native American Heritage Commission (NAHC) CalNAGPRA compliance documentation, and Federal Register publications when required.
- Identifies current holdings not previously reported to NAGPRA/NAHC; assists in the creation or modification of NAGPRA inventories and/or summaries for previously unreported holdings.
- Manages the registration, documentation, re-housing, tracking, and reporting of new campus finds.
- Prepares reports on former repatriations, transfers, and determinations made.
- Conducts data analysis and statistics reporting on collections.
- Assists in the writing of official correspondence and reports with the Repatriation Coordinator and NAGPRA program staff.
- Contributes to reporting for compliance and tracking activities on campus for the NAGPRA unit, including the biannual reports and audits, for activities pertaining to the position's specialization.

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- Keeps NAHC CalNAGPRA Inventories and Summaries up to date.
- Attend trainings and conferences to stay current on new regulations and tools to assist with performing NAGPRA registration related job duties.

Other projects as assigned.

Required Qualifications

- A minimum of two years of practical experience with modern museum registration practices using complex information databases (such as CollectionSpace or other).
- Knowledge of safe handling, storage, packing, movement, security, and pest control for museum collections.
- Capacity to safely lift up to 35lbs, and use safe handling techniques and equipment including a forklift, pallet jacks, and carts.
- Demonstrated ability to work with and analyze large sets of data using Microsoft Excel.
- Demonstrated capacity to integrate legislation and policy into registration procedures.
- Experience organizing and communicating large amounts of information from multiple sources in a logical manner.
- Close attention to detail is required.
- Able to train other staff and volunteers on data entry protocols.
- Ability to quickly recognize registration and collections related problems and propose solutions.
- Willing to work with human ancestral remains as well as records, photographs, archives, and collections associated with them.
- This position may be required to travel within the United States on occasion (primarily California) to assist with transfers of cultural material or inventory work.
- California State Driver's License and willingness to drive a van to assist with couriership.

Preferred Qualifications

- Knowledge of NAGPRA and CalNAGPRA.
- Experience with archaeological and ethnographic data.
- Experience working with Tribes, First Nations governments, communities, and/or Indigenous Peoples.
- 5+ years of experience in museum registration or collections management.

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Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$70,948.99 (Step 1) - \$95,433.17 (Step 16).

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5148617&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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