

# Become an Archaeology Crew Member 2022! Gila National Forest, New Mexico

Are you interested in history and culture in New Mexico? Do you enjoy working outdoors? Join the archaeology crew!

**What is archaeology?** The study of human activity through the recovery and analysis of material culture.

## What do we do?

- Cultural Resource Management
- Archaeological pedestrian survey
- Identify and document cultural resources
- Determine effects to sites
- Data management
- ArcGIS

## Desired Skills:

- Bachelor Degree or pursuit of a degree in Archaeology, History, Anthropology or related field
- Ability to hike through various terrain
- Any previous experience
- ArcGIS skills are a plus!
- WILLING TO LEARN!

## OPENINGS:

### Reserve Ranger District:

GS-0102-03 Archaeology Aid  
GS-0102-05 AND 7 Archaeology Technician

22-TEMP2-R3-3257-3DT-BV  
22-TE M P2-R3-2360-SDT-N B  
22-TEMP2-R3-2362-7DT-KP

### Silver City Ranger District

GS-0102-07 Archaeology Technician  
22-TEMP2-R3-2362-7DT-KP

**Apply on  
USAJOBS.gov  
Aug. 16 – 23<sup>rd</sup>, 2021**



### Questions? Please Contact:

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## HOW TO APPLY FOR SPRING-SUMMER SEASONAL JOBS ON THE GILA NATIONAL FOREST!

### How to Apply:

1. Create a Login.gov account for USAJOBS at [www.login.gov](http://www.login.gov)
2. Create a USAJOBS account at [www.usajobs.gov](http://www.usajobs.gov)
3. Create a Resume – you can use the USAJOBS format resume builder or upload your own resume – pay attention to the information on the USAJOBS format resume! – SEE RESUME TIPS BELOW!
4. Apply Online at USAJOBS – you will need RESUME, IQCS Master Record (fire positions), College Transcript, proof of service in military (if you have served), any other requested docs for your application. Do NOT leave out any required documents, leaving out required documents is the quickest way for your application to get disqualified.
5. **Job Announcement Number – you will need the job announcement number for any of the jobs you are applying for – see job announcement numbers on previous pages**
6. In 2021, you can pick up to 10 locations for each job you are applying for – consider more rural locations! Rural locations tend to receive fewer applicants.
7. Read the job description. If you can't qualify, try a different job.
8. If you need help, call or email the hiring contact person of the position you are applying for - see previous pages for that information.

### RESUME TIPS!!

1. Previous jobs – Dates = **month/day/year**. If you worked for a federal land management agency, put the SERIES, GRADE, POSITION TITLE, ACCURATE DATES, LOCATION  
  
Example: GS-0462-4 Forestry Technician, May 15, 2021 – September 15, 2021, Reserve Ranger District, Gila National Forest
2. Describe skills and experience with field-going employment in mind - your job in the Forest Service includes working in the outdoors, potentially in remote settings. Describe your experience in outdoors coursework, or employment. Be specific about trainings you have had, technical skills you have, tools you have used, digital technology you know how to use, ability to drive 4wd vehicles, etc.
3. Supervisors you have had – provide emails and phone numbers that are current. **Don't leave these out, this is how we do reference checks.**
4. Tie your resume information to the job questionnaire that you fill out for the position you are applying -**THIS is CRITICAL**. This is how HR qualifies you for the position you are applying for. Go back and update your resume after you have filled out the job questionnaire. If the questionnaire asks about specific skills, speak to those specific skills in your resume.
5. Proofread your resume, then proofread it again. Ask a supervisor/advisor to provide feedback.