

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under general supervision of the Associate Vice President for Academic Resources and working closely with the Director of Tribal Relations (Director) and the Sonoma State Anthropological Studies Center (ASC), the NAGPRA Repatriation Coordinator (RC) coordinates Sonoma State University's compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) and the California Native American Graves Protection and Repatriation Act (CalNAGPRA). In collaboration with the Director of Tribal Relations, the RC ensures Sonoma State meets repatriation deadlines and requirements and adheres to federal, state, system, and campus repatriation policies and processes and is responsible for repatriation collections, contacts and correspondence. In addition, the incumbent performs technical research work of average difficulty, compiles and analyzes research data related to various requests, and assists in the supervision of technical and clerical assistants.

In repatriation work, the RC respectfully acknowledges that Native American Tribes are sovereign nations and understands and supports relationships that respectfully acknowledge Tribal sovereignty, cultural protocol, cultural and religious practices, and Tribal traditional knowledge.

**Major Duties:** Major duties of the position include, but are not limited to, the following in overseeing SSU's good faith efforts to repatriate ancestral human remains and cultural items in a respectful and timely manner:

- Serve as the primary point of contact and campus coordinator for all NAGPRA inventories, summaries, and general inquiries under NAGPRA federal and state law and California State University guidelines
- Lead and coordinate legal repatriation deadlines and requirements and coordinate day-to-day operations and logistics for campus NAGPRA compliance, including directly coordinating consultations meetings and repatriation of ancestral remains and cultural items
- Works with the Director to ensure the preparation and submission of NAGPRA and CalNAGPRA compliance documents
- Coordinate repatriation contacts and correspondence, including communicating and ensuring compliance to unique tribal requests regarding the care management and storage of specific cultural items
- Coordinate collection data and information, including an annual affirmation and inventory of NAGPRA and CalNAGPRA repatriation efforts
- Collect information regarding the collection activities, policies, standards, and procedures of the campus and of other governmental and private agencies. In collaboration with the Provost's Office and the ASC, draft collection policies and procedural guidelines
- Develop and maintain a tracking database and other documentation for consultation outcomes, information requests, and transmittals
- Compile and analyze research data related to various phases of problems in collections
- Analyze changes or proposed changes in laws, make comparative analyses of other State and local laws, and review similar analyses prepared by others
- Make studies of collections and recommend revisions in programs or other actions on the basis of analyses made
- Generate status reports for campus leadership and the CSU Chancellor's Office
- Prepare data for presentation in graphic, pictorial, tabular, or written form; write special reports and articles as requested
- Ensure relations that respectfully acknowledge Tribal sovereignty, cultural protocol, cultural and religious practices, and tribal traditional knowledge

- Represent the university at regular meetings with tribal government officials to coordinate NAGPRA compliance and address tribal concerns
- Understand and comply with national NAGPRA and Native American Heritage Commission (NAHC) NAGPRA policies and procedures
- Maintain records of outreach, including notifications, consultation activities, and responses from Tribal Nations
- Working with the Provost's Office, identify general financial and project resources
- Supervise the work of technical and clerical assistants
- Participate, facilitate, and lead regular meetings with tribal government officials, CSU NAGPRA Coordinators, and Coordinators from State and Federal agencies that consult on NAGPRA claims and repatriation
- Serve as staff for and coordinate the schedule for the University's NAGPRA (Repatriation) Committee
- Develop and maintain the NAGPRA website
- Conduct occasional field duties accordingly as needed

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires the equivalent to graduation from a four-year college or university and two years of progressively responsible experience in technical research or statistical work in the collection, compilation, and analysis of data. Additional experience which has demonstrated that the incumbent has acquired and successfully applied the knowledge and abilities delineated above may be substituted for the required education on a year-for-year basis. A bachelor's degree in Anthropology, Archaeology, Environmental Studies, Ethnic Studies, Native American Studies, History (with a focus in California), Museum Studies, Law, or Sociology or related field preferred. Experience working with Tribal nations on NAGPRA and respectfully handling ancestral remains and cultural items is strongly preferred. A minimum of one year of experience with collections management best practices and storage facilities is highly preferred. An understanding of federal and state NAGPRA regulations and CSU policies and procedures and knowledge of AB 275 and 389 is highly preferred. Project management experience is also desirable. Intermediate proficiency with computers, Google Suite and Microsoft Office Suite (Word, Excel, etc.) required.

In addition, the incumbent must possess the following experience, skills, knowledge, and abilities:

- Thorough knowledge of research techniques, including the planning of studies and investigations, determining variables, developing bibliographical and other sources of data, and preparation of research reports

- General knowledge of statistical principles and procedures, including methods of collecting statistical data, simple correlation methods, time series analyses, analysis of frequency series, sampling techniques, and construction of index numbers
- General knowledge of sources of information on social, economic, and population trends in California
- General knowledge of compliance-related laws, regulations, policies, and procedures related to repatriation
- Ability to prepare questionnaires and other survey instruments
- Ability to gather, compile, and analyze research data, and to present data in tabular, graphic, and pictorial form
- Ability to prepare and work clear and comprehensive reports; maintain databases and websites
- Ability to independently and creatively think and write on research and statistical problems
- Ability to coordinate with various communities to build and sustain relationships with Tribal nations, including working in complex work environments and across team boundaries
- Ability to lead productive and inclusive meetings
- Ability to plan, organize and supervise the work of a small team, including leading project teams and delivering projects on time
- Excellent written, verbal, communication and interpersonal skills; documented skills in inclusivity, diversity and cross-cultural communication, particularly in relationship to Tribal communities
- Strong organization skills and attention to detail

The incumbent must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.