



SCHOOL OF ARCHAEOLOGY

University of the Philippines Diliman
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Email: archaeology.upd@up.edu.ph
Website: <http://asp.upd.edu.ph/>



Calling for applicants:

ONE (1) UNIVERSITY RESEARCH ASSOCIATE (URA) 1 (UP Contractual, SG 12-1)

Minimum Qualifications:

- Graduate of an AB or BS degree or graduate student relevant to the nature of the work
- Preferably with work experience in archaeological activities

For interested applicants, please email the following documents to archaeology.upd@up.edu.ph with the subject UPSA-URA 1-Application-Surname (e.g., UPSA-URA 1-Application-Dela Cruz) by **5:00 PM of 09 March 2023**:

- ✓ Application Letter addressed to:

GRACE BARRETTO-TESORO, Ph.D.

Director
UP School of Archaeology
University of the Philippines Diliman

- ✓ Updated CV with 2x2 ID picture
- ✓ Official Transcript of Records and Diploma
- ✓ Two (2) recommendation letters from supervisor and/or professor which must be emailed directly to archaeology.upd@up.edu.ph

DUTIES AND RESPONSIBILITIES:

1. Should present research to the UPSA Community via Binalot Talks, workshops, or seminars at least once during the academic year.
2. Should have at least one paper accepted for publication (peer-reviewed journal article, book chapter in an academic publication, or refereed conference proceedings) as sole or lead author in one academic year.
3. Expected to have independent archaeological research and apply for possible funding through the University and/or equivalent international institution.
4. May join projects other than their own research.
5. Must assist Laboratory Heads in the physical and digital curation of Laboratory specimens and reference collection.
6. Should coordinate with the Project/Research/Site Director and/or Laboratory Supervisors for materials that they want/need to analyse for inventory purposes.
7. Should follow the protocols of the Laboratories.
8. Should submit at the end of each calendar year an annual report of their accomplishments to the College Secretary who will then forward the reports to the Faculty Members.
9. Knowledgeable in maintaining/monitoring UPSA website and social media accounts.
10. Expected to assist in all non-research tasks (administrative, extension, and mentoring) that is not more than 25% of their total targets.