Career-Related Services

Career Counseling
Graduate School Planning
Career Resource Library
Career Assessments
Internship Planning
Credentials Services

Hours

Monday - Friday
8 am - 5 pm
Anthropology & Archaeology
Career Options for Anthropology & Archaeology Majors

This booklet contains specific information about majoring in anthropology or archaeology at The University of Texas at Austin, as well as career opportunities related to this major. The careers listed typically require a bachelor’s degree, and special certification or training requirements are noted. Please use this booklet as an idea generator, rather than as a comprehensive list of all career options for anthropology or archaeology majors. The career descriptions were obtained from the Center for Strategic Advising & Career Counseling (CSA&CC) library resources and career websites (see listing of sources on last page).

The first section, “Direct Career Opportunities,” includes careers that use the problem-solving and quantitative skills acquired by accounting majors. The second section, “More Career Opportunities,” lists careers that are potentially available to all business majors who have related experience or coursework.

For anthropology and archaeology majors, there are many career options that require a master’s or doctoral degree but do not require any particular undergraduate degree. Examples of these include law, international affairs, museum administration, library and information studies, hospital administration, and many more. For careers requiring graduate education, please visit our library or speak to a career counselor.

The CSA&CC offers many other services and resources to help you with your career planning. These include:

- Career Counseling
- Career Assessment
- Career Information Library
- Internship Information
- Graduate School Planning Assistance

Visit our website at utexas.edu/ugs/csacc or call 232-8400 for more information.
Majoring in
Anthropology and Archaeology
at The University of Texas at Austin

Departmental Website: www.utexas.edu/cola/depts/anthropology
Campus Location: EPS 1.130
Phone Number: 512-471-4206

Description of Majors
Anthropology is the study of the origin and development of humans. It provides students with a better understanding of human physical differences, language systems, and the way cultures today compare with cultures of the past.

Archaeology is the study of past societies by examining the material remains that they left behind. Archaeologists discover important differences between modern cultures and those of the past, promote understanding of cultural differences and the preservation of artifacts of our ancient heritage.

Areas of Study
For Anthropology major:
Social Anthropology
Archaeology
Physical Anthropology
Linguistic Anthropology
Folklore/Public Culture

Examples of Courses
ANT 302 Cultural Anthropology
This course is an introduction to Cultural Anthropology. The course is organized around central questions in the study of human societies, including problems of societal development and definitions of progress; language and symbolism; family and kinship; social hegemony and resistance; nationalism, peace, and violence; and modernization and globalization.

ANT 301 Physical Anthropology
This course introduces through scientific study the varied and
substantive topics within physical anthropology. The fundamental goal of the course is to provide students an understanding of the place of humans in the context of the natural world. In order to achieve that goal, the course applies comparative study of living primate diversity, functional anatomy, behavior and ecology, evolution and phylogeny, and reconstruction of the fossil record as it relates to humans and other primates.

**ANT 324 L Theories of Archaeology**
Capstone seminar for juniors and seniors who are pursuing studies in archaeology, and who hope to continue on in either the academic or non-academic sectors of professional archaeology. Surveys the major theoretical trends that have shaped the discipline over time. As such it is a course on the history of archaeological thought that highlights the major debates and key issues that have influenced the ways in which we diversely claim to know what we know about the past.

**ANT 324L Cultural Ecology**
Long-term patterns and processes of conversion of planet Earth to the human home, including the emergence of humans, the achievement of control over the food supply, the emergence of civilizations, and globalization.

**Skills gained by Anthropology and Archaeology Majors:**
- Conducting Research (Field or Lab)
- Communicating
- Analyzing Information
- Creativity
- Understanding Diverse Cultures
- Writing and Editing

**DIRECT JOB OPPORTUNITIES**
This sampling includes careers that use the research and analytical skills typically acquired by anthropology and archaeology majors.
Archeological Field Technician
Assist in archeological field surveys, excavations, and lab analysis for university and private researchers, environmental firms, and state and federal government agencies. Summer internship experience is recommended.

Archeology/GIS Technician
Prepare maps and graphics for cultural resources reports and environmental documents, plan and design presentations, conduct field surveys and archeological testing. Work for environmental planning or archeological consulting firms. Summer internship experience is recommended.

Assistant Archeologist
Draw and photograph archeological remains and artifacts, read and prepare maps, analyze data revealed during excavations, evaluate environmental impacts upon resources, and recommend mitigation procedures. Work for state and national parks. Summer internship experience is recommended.

Cultural Resource Management Specialist
Manage cultural heritage resources such as historic structures, shipwrecks, and ancient settlements. Conduct inventories and document resources, provide evaluations and assessments, and ensure preservation, protection, and public access. Work for state and federal agencies such as the National Park Service, Bureau of Land Management, U.S. Forest Service, and cultural heritage centers. Summer internship experience is recommended.

Historical Museum Administrative Assistant
Analyze, preserve, display, and interpret historical material; publicize programs; research and produce presentations and exhibits. Work for museums of natural history and for historical exhibition projects.

Historical Projects Coordinator
Perform diverse duties such as: editing, preservation, research, writing, media presentations. Often manage projects, prepare budgets, administer grants. Employers include universities, historical societies, foundations, and government agencies.
Historical Research Assistant
Perform historical analysis; study policy issues; prepare analytical reports, coordinate interdisciplinary studies. Work for think tanks, universities, and public research agencies.

Institutional Researcher
Write institutional and policy histories; research and report on current issues, long-range trends; edit records; manage archives. Work for government agencies, private corporations, public archives and libraries.

Preservation/Restoration Assistant
Conduct architectural, art, and urban historical research; apply technological and artistic conservations skills; research-related laws and tax issues. Work for specialized preservation services firms.

Researcher for Human Services Agency
Conduct research to evaluate effectiveness of the organization, write grant proposals, and justify the agency’s existence to funding sources. Provide research and statistics to agency workers in the field.

More Job Opportunities

This section lists other opportunities that may be available to all liberal arts majors. Entry into these careers usually requires internship or volunteer experience or relevant coursework in addition to an anthropology degree. This is a sampling of job opportunities; for more options and ideas, please visit the CSA&CC career information library.

Advertising/Marketing/Sales

Advertising and Promotions Manager
Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
Buyer
Purchase merchandise directly from manufacturers and resell it to retailers (wholesale buyer) or purchase goods from wholesalers for resale (retail buyer). Become expert in particular kind of merchandise (such as clothing or electronics), stay informed about new trends, analyze customers’ buying preferences, and decide what merchandise employer will sell.

Customer Service Representative
Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Real Estate Agent
Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans. Requires a state license.

Sales/Service Manager
Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

BUSINESS

Internal/Financial Auditor
Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.

Insurance Agent
Assist companies and individuals in selecting the most appropriate insurance policies. Consult with clients, write reports, maintain records, and help process insurance claims. A professional license is required, and business courses can be helpful.
Loan Officer
Provide guidance and information for prospective loan applicants. Analyze and verify clients’ creditworthiness. May negotiate repayment plans with delinquent borrowers. Work for commercial banks, credit unions, and other financial institutions.

Management Consultant Analyst
Analyze business problems by collecting information from both internal and external sources, developing possible solutions, and then making recommendations to management team. Usually work for consulting firms, who hire recent college graduates for 2-3 year analyst positions.

Retail Manager
Oversee profitable operation of retail stores, including hiring and supervising employees, managing inventory, and managing the budget. May be responsible for merchandise promotions and advertising.

CORPORATE COMMUNICATIONS

Corporate Recruiter
Maintain contacts in the community and travel, often to college campuses, to seek qualified job applicants. Screen and interview applicants and makes job offers. Stay up-to-date on organizational hiring policies, equal employment opportunity, and affirmative action guidelines. Work for companies, government agencies, and non-profit organizations.

Human Resources Specialist
Create and carry out human resource programs and policies including staffing, compensation, benefits, immigration, employee relations, training and health and safety programs. Assess employees for promotion.

Meeting & Convention Planner
Coordinate all aspects of group meetings and conventions, including speakers, location, audio-visual equipment, and publicity. Work for nonprofit organizations, professional associations, hotels, corporations, and government agencies.
**Public Relations Specialist**
Write articles for internal publications, write press releases, assemble press kits, arrange speaking engagements, assist in fundraising activities. Work in a variety of settings: business, government, non-profit, and education.

**Technical Writer**
Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

**EDUCATION**

**College Admissions Officer**
Evaluate freshman and transfer applicants; counsel and advise the general public including, but not limited to, prospective applicants, parents, faculty, and administration on admission-related issues; and participate in various recruitment and yield activities.

**Corporate Trainer**
Develop and conduct individual, group, and classroom training for employees on a wide variety of subjects. Develop training manuals, handouts, procedures, and supplemental training materials. Other duties involve test creation and administration for the advancement of employees.

**Disability Services Coordinator**
Serve as an advocate for students with disabilities. Work with faculty to understand and provide reasonable accommodations for students with documented disabilities. Promote disability awareness on college campuses.

**Elementary School Teacher**
Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills. Public schools require teacher certification, but private schools do not.

**Residence Life Coordinator**
Supervise undergraduate and/or graduate staff, develop
residence hall community, respond to student concerns, manage administration and facilities, and participate in department initiatives and campus life.

ENVIRONMENT AND OUTDOOR

Environmental Education Specialist
Plan, develop, and conduct programs to inform public of historical, natural, and scientific features of national, state, or local parks.

Environmental Science and Protection Technician
Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health. May collect samples of gases, soil, water, and other materials for testing and take corrective actions as assigned.

Green Marketing Analyst
Create innovative ways to introduce environmentally conscious products into the marketplace. Analyze sales data and consumer spending habits and consult with other marketing team members and graphic designers.

Recycling Coordinator
Design and implement curbside and drop-off recycling and hazardous waste programs through city governments or private firms. Conduct public outreach campaigns to educate people about the advantages of recycling. May ensure compliance with ordinances or apply for grants.

Tour Guide
Escort individuals or groups on sightseeing tours or through places of interest, such as national parks, industrial establishments, public buildings, and art galleries.

GOVERNMENT

Legal Assistant
Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
Legislative Analyst
Perform quantitative and qualitative analysis of information needed by legislators and other government officials. Evaluate policy issues and options, write reports, conduct briefing meetings, and respond to inquiries.

Legislative Assistant
Meet with lobbyists, arrange committee and subcommittee hearings, assist in developing legislation and amendments. Respond to requests for information, prepare memos and reports based on completed research for legislators.

Lobbying Organizer
Distribute information about a particular issue or organization, recruit volunteers, solicit funds, and organize such efforts as rallies, letter-writing campaigns, and voter registrations drives. Work for special and public interest groups as well as professional lobbyists.

Political Party Staffer
Work to advance a political party’s agenda by recruiting and training candidates, preparing for conventions, planning fundraisers and publicity events, and supporting elected officials. Internship experience is especially helpful.

HUMAN SERVICES

Americorps Volunteer
Serve full-time for a year in organizations and agencies throughout the country, work to fight illiteracy, improve health services, create businesses, increase housing opportunities, or bridge the digital divide. Benefits include an Education Award or an end-of-service stipend.

Community Organizer
Establish and organize community groups to solve social problems in the community. Assess strengths and weaknesses of existing resources and propose changes. Promote cooperation and coordination among government agencies, nonprofit organizations, and other community groups. Conduct research,
prepare budgets, and assist in fundraising.

**Social Service Caseworker**
Help families and individuals secure assistance from social service agencies. Interview clients to understand degree and nature of problems and refer to appropriate community resources. May determine eligibility for financial assistance and/or advocate on clients’ behalf to government or nonprofit agencies.

**Volunteer Coordinator**
Recruit, train, schedule and provide supervision to volunteers at non-profit organizations. Arrange for on-the-job and other required training, supervision and evaluation of volunteers. Serve as liaison between administration, staff, and volunteers.

**Youth Organizer**
Manage and administer youth and community projects and resources; conduct needs assessment and plan and deliver relevant programs of personal and social education via discussions, arts-based activities, community/environmental projects, residential activities, and outdoor/sports activities.

**INTERNATIONAL**

**ESL/ESOL Teacher**
Provide rigorous and appropriate instruction to international students that supports the acceleration of English and appropriate academic content. Serve as a liaison between the student, his/her family and the school, by providing cross-cultural information to all parties that foster positive relationships.

**Foreign Service Officer**
Analyze and report on political and economic developments, including agricultural trends, humanitarian and social conditions. Identify export markets, negotiate international agreements, and interpret US policies and interests for foreign governments, opinion leaders and publics. Issue visas to foreign nationals, provide development assistance, and arrange cultural exchanges.
Intelligence Officer
A member of the armed forces, police officer or civilian intelligence agency who specializes in the gathering, fusion and analysis of information and intelligence in order to provide advice to their government or another organization.

Interpreter/Translator
Enable the cross-cultural communication necessary in today’s society by converting one language into another. Must remain sensitive to the cultures associated with their languages of expertise.

Peace Corps Volunteer
Peace Corps Volunteers work internationally in the following areas: education, youth outreach, and community development; health and HIV/AIDS; agriculture and environment; business development; and information technology. Within these areas, the specific duties and responsibilities of each Volunteer can vary widely.

MEDIA/PUBLISHING

Copy Editor
Act as liaison between author, editor, and proofreader. Review manuscripts for grammar and style usage. May develop in-house style guide, supervise freelance staff, and handle author queries.

Copywriter
Write articles, bulletins, sales letters, speeches, and other related informative, marketing and promotional material for use by publication or broadcast media to promote sale of goods and services.

Grant Writer
Write and develop grant proposals, which includes conducting needs assessments and matching product needs with available funding. Work for government or non-profit agencies.

Staff Writer
Research and write articles for magazine. May write article promos, short features, author bios, or photo captions. May work
on freelance basis or for one particular magazine.

**Travel Writer**
Write features with detailed, accurate, timely and up-to-date information regarding destinations, hotels, restaurants, tours, activities, etc, using a variety of sources of information. Involves thorough research and travel.

**RESEARCH**

**Information Broker**
Perform research for clients in business, healthcare, government, law, and science. Uses Internet, database, and library resources to find specific information. May also analyze information, write reports, and train clients in information retrieval. Often work for consulting firms or on freelance basis.

**Institutional Researcher**
Write institutional and policy histories; research and report on current issues, long-range trends; edit records; manage archives. Work for government agencies, private corporations, public archives and libraries.

**Market Research Analyst**
Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution. May use survey results to create a marketing campaign based on regional preferences and buying habits.

**Publications Researcher**
Research story and script ideas; maintain research files on topics and people; verify stories for accuracy. Work for newspaper, magazine, or book publishers.

**Social Science Research Assistant**
Assist social scientists in laboratory, survey, and other social research. May perform publication activities, laboratory analysis, quality control, or data management.
SOURCES


American Anthropological Association: www.aaanet.vorg/careersbroch.htm


Shovelbums Jobs in Archeology: www.shovelbums.org

Occupational Outlook Handbook: www.bls.gov/oco

Federal Government Jobs: www.usajobs.opm.gov

National Park Service Cultural Resources: www.cr.nps.gov

MyMajors.com: www.mymajors.com