University of Arizona
Department of Family & Community Medicine
Hopi NARCH (Native American Research Center for Health)

JOB ANNOUNCEMENT

POSITION: Hopi NARCH Research Assistant, student position
REPORTS TO: Hopi NARCH co-Principal Investigator
LOCATION: 1642 E Helen St, Tucson, Arizona
SALARY RANGE: Depending on qualifications, ~$12.00-$14.00/hour for 20 hours per week for full-time students during Spring Semester and up to 35 hours during Summer Semester)

GENERAL DESCRIPTION:
The Research Assistant (RA) will assist with the several different research projects. The RA will assist with community assessments, research, and technical assistance activities; conduct literature searches; organize programmatic material and maintain project files; and contribute to the development of program initiatives. Specific activities will provide the RA with excellent opportunities to further develop his/her research and other public health skills.

MAJOR DUTIES:
• Assist with the design and development of study-related materials and activities (e.g., educational materials, survey instruments, focus group moderator guide, trainings, and interview measures);
• Assist with preparation of protocols for research projects;
• Assist with the efficient and confidential collection, compilation, management, and analysis of data;
• Assist with conducting literature searches;
• Read assigned research manuscripts;
• Organize programmatic material and maintain project files;
• Assist in writing and submitting progress reports, final reports, or any other report, as applicable;
• Participate in meetings with Tribal partners and project partners;
• Attend relevant trainings to strengthen capacity in research methods, research ethics, etc.;
• Display professional conduct in all business dealings;
• Maintain confidential information;
• Maintain a clean organized office environment;
• Exhibit behavior that reflects the highest level of integrity; and,
• Perform related tasks as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
• High degree of professionalism and sensitivity to diverse cultures;
• Experience working directly with and/or understanding of tribal communities or tribal organizations;
• Experience working directly with and/or understanding of youth;
• High degree of sensitivity to issues of privacy and confidentiality;
• Experience and/or strong interest in community/public health, health education, or related field;
• Experience with and/or strong interest in database development, data collection, data entry, and statistical analyses;
• Flexibility and ability to work well in a team environment;
• Strong computer skills;
• Strong writing and editing skills;
• Proficient public speaking skills;
• High organized and able to carry out all responsibilities of the position with minimal day to day supervision;
• Strong interest to learn research methods and study designs;
• Strong interest to learn about protection of human subjects in research;
• Ability to demonstrate discretion, tact, knowledge judgment and overall ability in working effectively with co-workers, participants, tribal partners and professional partners;
• As school schedule permits, local travel is occasionally required. Overnight travel outside of the area is occasionally required;
• Able to operate a motor vehicle and have a valid State driver’s license; and,
• Completion of a background check.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:
▪ Work is performed in a typical interior/office environment;
▪ Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands;
▪ Noise level is usually minimal;
▪ Travel including overnight stays as needed;

TO APPLY FOR THIS POSITION:
Send CV/Resume, list of three professional references, and cover letter to Francine Gachupin, fcgachupin@email.arizona.edu.