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

JOB ANNOUNCEMENT

POSITION: Hopi NARCH Project Coordinator, student position
REPORTS TO: Hopi NARCH co-Principal Investigator
LOCATION: 1642 E Helen St, Tucson, Arizona
SALARY RANGE: Depending on qualifications, ~$15.00-$17.00/hour for 20 hours per week for full-time students during Spring Semester and up to 35 hours during Summer Semester

GENERAL DESCRIPTION:
The project coordinator is responsible to assist with day to day implementation of objectives and activities aligned with the Hopi NARCH project.

MAJOR DUTIES:
- Serve as main contact for Hopi NARCH students;
- Assist in advertising for Hopi NARCH scholarships and internships;
- Participate in the recruitment and training of students;
- Lead monthly student sessions, including public relations, meeting minutes and follow-up activities;
- 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 in implementing and tracking of project goals, objectives, and outcomes of research projects;
- Ensure the efficient and confidential collection, compilation, management, and analysis of data;
- Develop and maintain positive relationships with Tribal partners and all project partners;
- Conduct site visits to participating Tribes on a routine basis to coordinate the implementation of study protocol activities;
- Develop and implement processes for process evaluation;
- Provide logistic and administrative support to research team members;
- Assist in the writing of reports and grant applications;
- Attend relevant trainings to strengthen capacity in research methods, research ethics, etc.;
- Complete administrative documentation as necessary, such as travel, supplies;
- Perform related tasks as assigned.

KNOWLEDGE REQUIREMENTS:
- Knowledge of and experience in working with Tribal Communities is essential;
- Knowledge of health research methodologies, protocols, and protection of human subjects;
- Ability to communicate effectively orally and in writing;
- Extensive organizational, planning, and coordinating skills;
- Ability to think ahead and plan over a three to six month time span;
- Ability to work independently and as a program team member;
- Ability to establish and maintain cooperative relationships with a wide range of individuals and organizations at multiple levels (Tribal Councils, Health Boards, Committees, individuals, healthcare providers/administrators, public and/or private agencies).

QUALIFICATIONS:
- Experience in community/public health, health education, or related field;
- Experience working directly with tribal communities or tribal organizations;
- Proficient public speaking skills;
- Strong organizational skills;
- Must be able to travel;
- Able to operate a motor vehicle and have a valid State driver’s license;

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.