



Posted March 12, 2018la

Naatsis'aan Chapter

JOB ANNOUNCEMENT

POSITION TITLE:	Research Assistant (Temporary)
POSITION STATUS:	8 hours a day
Employment BEGINS:	TBA
LOCATION:	Navajo Mountain Chapter
WAGE:	\$9.00/Hour
OPENING DATE:	Monday, March 12, 2018
CLOSING DATE:	Friday, March 23, 2018 at 5:00PM

POSITION DESCRIPTION/SUMMARY

Research Assistant duties are to conduct feasibility study to obtain community input to identify community projects in housing, economic development, transportation, and infrastructure development.

PRIMARY RESPONSIBILITIES

- Greet visitors with positive, team minded attitude to provide excellent customer service
- Recruits individuals for participation in research study
- Records participant's responses to questionnaires
- Collects data collection using surveys
- Conducts interviews with individuals to obtain data
- Contacts participants to ensure complete responses are received for survey data
- Correlates group discussions to acquire information relevant to the research subject
- Ensure completeness and accuracy of information
- Clarify data collected
- Help the research team by collecting and compiling data
- Consult with key stakeholders to provide future use of
- Performs other duties as assigned dictated by Chapter activities

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Knowledge of conducting interviews
- Ability to comprehend, conceptualize and analyze data obtained from field surveys
- Ability to provide alternative recommendations
- Willing to travel and work off-site

HOW TO APPLY

The following documents must be completed and submitted to the Chapter Administration office before closing date to be considered for employment. Inquire at the front office job application packet.

- Complete PEP application
- Current Navajo Nation Voter's Registration (Navajo Mountain Chapter)
- Copy of Social Security Card
- Copy of Certificate of Indian Blood (CIB)
- Copy of ID/Driver's License
- Signed Memorandum of Understanding
- Letter of Interest
- Copy of High School Transcript or Diploma

Navajo Preference