

JOB ANNOUNCEMENT
ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)

POSITION: Research Assistant

LOCATION: Albuquerque Area Indian Health Board, Albuquerque, NM

BENEFITS: Annual Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

GENERAL DESCRIPTION: The Research Assistant will work with Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) staff to plan, implement and coordinate research activities associated with several studies that aim to advance the health and wellness of American Indians. Specific activities will provide the research assistant with excellent opportunities to further develop his/her research and other public health skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to the planning and development of research project activities;
- Supports the coordination and organization of research project activities;
- Performs administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.;
- Assists with data collection, entry, and management;
- Assist with preparation of research study materials;
- Assist with preparation of report and meeting materials;
- Periodically travels to participating community sites to provide logistic support to study team members and partners;
- Provide logistic support for trainings, events, and meetings;
- Requests or acquires equipment or supplies necessary for the project;
- Maintains confidential information;
- Maintains a clean organized office environment;
- Exhibits behavior that reflects the highest level of integrity and impartiality;
- Abides by the AAHIB policies, procedures and structure;
- Perform miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proficient with computers and Microsoft Office (Excel, PowerPoint, Word);
- High degree of professionalism and sensitivity to diverse cultures;
- Flexibility and ability to work well in a team environment;
- Strong oral and written communication skills;
- High degree of sensitivity to issues of privacy and confidentiality;
- Ability to demonstrate discretion, tact, knowledge, judgment, and overall ability in

working effectively with federal, tribal and other professionals.

QUALIFICATIONS:

- Minimum of a Bachelor's degree preferably in a health related field;
- Two years experience as a research assistant or related work preferred;
- Highly organized and able to carry out all responsibilities of the position with minimal day to day supervision;
- Must be sensitive to cross-cultural differences, and able to work effectively within their context;
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.
- Able to operate a motor vehicle and have a valid State driver's license;
- Completion of background investigation is required.

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;
- Drive company-leased vehicle to communities served by AAHIB.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, salary requirements and cover letter to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by August 6th, 2021.