

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH04317567</u>	DATE POSTED:	<u>04/02/19</u>			
POSITION NO:	<u>240803</u>	CLOSING DATE:	<u>04/29/19</u>			
POSITION TITLE:	Research Assistant (Temporary)					
DEPARTMENT NAME / WORKSITE:	Navajo Epidemiology Center, Navajo Nation Wide					
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>AR56A</u>	
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>	\$ 21,320.00 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u> </u>	\$ 10.25 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>	4-6 months		

DUTIES AND RESPONSIBILITIES:

Implement survey methods, procedures & quality control. Obtain data on assigned subject. Recruit Adult individuals for participation of survey with appropriate voluntary consent. Records participants responses to survey questions and conduct interviews. Maintain records of data collection. Uses Navajo culturally appropriate etiquette and Navajo language. Conduct environmental scan. Travels to assigned field locations. Participants and reports to Survey team.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of experience involving the survey collection of statistical, demographic and/or research analysis; or an equivalent combination of education and experience.

Special Requirements:

- Research Assistant(s) will travel to randomly selected households of the Navajo Nation. A current valid State Driver's License and Vehicle Insurance, required. Certification to operate a Government Service Administration vehicle, required (to be obtained upon temporary employment). Use of personal vehicle to and from worksite, required. Must obtain a Navajo Nation vehicle operator's Permit. Reimbursement for travel to and from worksite will not be allowed. Required to demonstrate fluency in both English and Navajo Language.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo cultural appropriate customs and etiquette. Strong communications skills to speak the English and Navajo Language; and to write the English Language. Knowledge of research methods and practices. Knowledge of conducting in-person interviews. Multi-task skills during face-to-face interview. Ability to: follow detailed instructions on method and protocol; obtain verbal or signed consent to voluntarily participant in the survey; administer the survey; record participants' response; effectively listen; maintain confidentiality; read and follow maps with global positioning system.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.