## Research Assistant

### Duties and Responsibilities:
Knowledge of basic research methods and practices, such as verify and/or correct research study information or source documents. Research queries and variances, and provide feedback to the site data collector. Input research study data into trial Microsoft Excel, to maintain quality control for content, accuracy, and completeness. Prepare and maintain research study files. Compile, collate, and submit study information within established deadlines and in-depth knowledge of departmental, protocol and study-specific operating procedures, consent forms, and study schedules. Prepare binders and documents for Commission meetings.

### Qualification Requirements: (Education, Experience and Training)

#### Minimum Qualifications:
- A High School Diploma/GED; and one (1) year experience involving the survey collection of statistical, demographic and/or research analyst; or an equivalent combination of education and experience.

#### Special Requirements:
- Valid State Drivers License

<<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 & skilled in use of personal computers, program apps, such as Word, Excel, Outlook and Powerpoint.

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