

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH06414510

DATE POSTED: 10/17/17

POSITION NO: 243647

CLOSING DATE: OUF

POSITION TITLE: Research Assistant (3 Positions)

DEPARTMENT NAME / WORKSITE: DOH/Healthy Hunger Free Kids Act Demonstration Project (HHFKAP) - Shiprock, NM

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AB56A

WORK HOURS: 8 am- 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.80 PER ANNUM

SEASONAL:  DURATION : \$ 9.76 PER HOUR

**TEMPORARY:**

**DUTIES AND RESPONSIBILITIES:**

Work in assigned chapters (4-5 chapters) to identify and map food related resources and obstacles; assess local participation in USDA anti-hunger programs and ways to improve access and reduce barriers to programs; Assess local food production to identify opportunities for local food in USDA programs; Work with local schools, government organizations (such as chapter houses), community organizations, senior centers, food stores and food producers to spread information about USDA anti-hunger programs and advocate for increased use of these programs.

Searches multiple sources, such as reference works, literature, documents, newspapers and statistical records to obtain data on assigned subject; recruits individual for participation in research study; assists in the development of survey instruments; records participant's responses to questionnaires; conducts interviews with individual to obtain data and may tape record information; contact participants to ensure complete responses are received for survey data; correlates group discussions to acquire information relevant to the research subject; establishes and maintains records of research data, participants and supplies; analyzes and evaluates applicability of collected data; prepares reports or presents data in formats such as abstracts, bibliographies or graphs.

**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:**

- \* Possess a valid state driver's license.

***(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 research methods and practices. Knowledge of conducting interviews. Knowledge of subject matter. Skill in expressing or exchanging ideas by means of verbal or written communication to impart information and to convey detailed instructions to participants, resource personnel or to the public.

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