THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH06411178**	DATE POSTED:	12/07/15
POSITION NO:	243647	CLOSING DATE:	12/18/15
POSITION TITLE:	**Research Assistant (4 Positions)**		
DEPARTMENT NAME / WORKSITE:	DOH/Healthy Hunger Free Kids Act Demonstration Project (HHFKAP)/Crownpoint, 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 anit-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 anit-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 induvial 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 or GED; and one (1) year of experience involving the survey collection of statistical, demographic and/or research analysis.

Preferred Qualifications:

*Two (2) years of experience in statistical, demographic and/or research analysis.
*Proficient in Microsoft Office software or other computer applications.

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:

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