

Sisseton Wahpeton Oyate

Job Description

Job Title: SWO Research Specialist

Reports to: Tribal Education Director

General Supervision: Tribal Education Director

Summary: The Research Specialist will further develop and manage a tribal research infrastructure to benefit the members of the Sisseton Wahpeton Oyate.

Duties and Responsibilities:

Duties that will be provided but are not limited to:

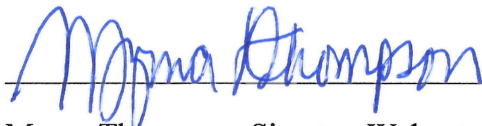
- Catalog and monitor past and current research at SWO to include funding, publications and other applicable information
- Manage the day to day Research, forms, and LRRB activities
- Manage and plan for communications between all stakeholders
- Develop, update and monitor research forms, procedures, and policies
- Develop manuals for the Research Office, LRRB members and Researchers
- Provide research information to the community to include news articles, website and electronic information
- Meet formally and informally with tribal leaders, tribal health and other American Indian health stakeholders to ensure tribal representatives have a venue to provide input to research activities and provide feedback.
- Assess the current state of data from past research studies, develop a data storage plan, archive as necessary
- Set up, operate and maintain the research computer software program to manage and organize grants, research, and studies
- Develop research procedures and policies regarding future research data
- Conduct network meetings twice a year with HSB and stakeholders to disseminate research information, collect new data on current health priorities, and community risk survey
- Assess and update the research codes every three years minimally
- Maintain financial monitoring and complete financial reports as required
- Attend required trainings, webinars, conference calls, etc. to include the National IRB training
- Establish a database and contact information for a Local Research Review Board and by-laws or premises for operations.
- Provide feedback on evaluation of program activities and interpretation of findings.

- Create and update website for the research office linked to the Education Department Website.
- Other duties as assigned by Supervisor

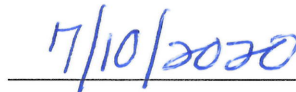
QUALIFICATION REQUIREMENTS:

- BA or BS required. Preferred in healthcare field, social science or business.
- Verifiable experience in Research preferred.
- 2 years' related experience required.
- Must possess excellent communication skills.
- Must pass local, state and federal background checks and subject to SWO Drug and Alcohol Policies.
- Must possess valid driver's license and must be able to travel.
- Must actively work toward fluency in Dakota.
- Must possess strong organizational skills.
- Must possess strong knowledge and experience with and use of computers.
- Indian preference applies.

Position is contingent upon funding approvals. Salary level is in accordance to funding requirements.



Myrna Thompson, Sisseton Wahpeton Oyate Tribal Secretary



Approved Date