
Position Announcement

Position Title: Research Review Board Assistant / Data Specialist

Employment Status: Full-Time

Location: Belcourt, North Dakota

Travel: Occasional

Salary: Based on Education and Experience

Position Summary

The Research Review Board (RRB) Assistant/Data Specialist provides administrative, research, compliance, and data management support to the Tribal Nations Research Group Research Review Board. This position assists with coordinating research applications, maintaining research records, supporting regulatory compliance, managing research data, preparing reports, and assisting with Tribal research projects.

Working under the direction of the Research Review Board Director, this position helps ensure research involving the Turtle Mountain Band of Chippewa Indians is conducted ethically, respectfully, and in accordance with Tribal Research Protection Code, Tribal sovereignty, Tribal data sovereignty principles, and applicable federal regulations.

This position will also assist with data management and reporting requirements.

Essential Duties and Responsibilities

Research Review Board Administration

- Assist with processing, tracking, and maintaining research applications and protocol documents.
- Coordinate Research Review Board meetings, prepare agendas, meeting materials, and draft minutes.
- Maintain electronic records, tracking systems, and confidential files.
- Communicate with investigators regarding application requirements and deadlines.
- Prepare routine correspondence, approval letters, revision notices, and other Board documents.
- Regulatory Compliance
- Support compliance with Tribal Research Protection Code, Board policies, and applicable human subjects research regulations.
- Verify required research documentation, investigator qualifications, and training records.
- Assist with quality assurance reviews, compliance monitoring, and audit preparation.
- Maintain confidentiality of participant, Tribal, and research information.

Data Management & Reporting

- Maintain research databases and data tracking systems.
- Enter, organize, validate, and secure research data.
- Perform routine data quality checks and assist with data cleaning and documentation.
- Prepare basic statistical summaries, tables, charts, dashboards, and reports.
- Assist in developing community reports, grant reports, presentations, and other research products.

Research Project Support

- Support data collection activities including surveys, interviews, focus groups, and community engagement.
- Assist with participant scheduling, documentation, and project tracking.
- Conduct literature searches and assist with grant and project reporting.
- Collaborate with Tribal departments, researchers, funding agencies, and community partners.
- Administrative & Professional Responsibilities
- Maintain organized electronic and physical files.
- Assist with scheduling, purchasing, travel documentation, and office coordination.
- Participate in staff meetings, required training, and professional development.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in public health, social sciences, behavioral sciences, education, business, data science, statistics, information systems, or a related field.
- Experience supporting research, data management, program evaluation, or related activities.
- Proficiency with Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Proficiency in Google Platform.
- Strong organizational, communication, and analytical skills.
- Ability to maintain confidentiality and manage sensitive information.
- Valid driver's license.

Preferred Qualifications

- Two or more years of research or data management experience.
- Experience with Institutional Review Boards (IRBs) or Tribal Research Review Boards.
- Knowledge of Tribal sovereignty, data sovereignty, and community-based research.
- Familiarity with the Common Rule, HIPAA, and human subjects' protections.
- Experience with research software such as REDCap, Qualtrics, Power BI, SPSS, SAS, STATA, or R.
- rETHICS or CITI Human Subjects Research certification or willingness to obtain certification.

Knowledge, Skills, and Abilities

- Knowledge of research methods, ethics, and data management practices.
- Strong attention to detail and organizational skills.
- Ability to manage multiple projects and meet deadlines.
- Effective written and verbal communication skills.
- Ability to work collaboratively with Tribal leadership, researchers, and community partners.
- Commitment to professionalism, integrity, confidentiality, and culturally respectful research practices.

Working Conditions

Work is primarily performed in an office environment with occasional travel to community meetings, research sites, conferences, and training events. Evening or weekend work may occasionally be required.

Compensation & Benefits

Salary is commensurate with qualifications, experience, and available funding. Benefits may include health insurance premium reimbursement, retirement, paid leave, holidays, and professional development opportunities.

Equal Employment Opportunity

Tribal Nations Research Group is an Equal Opportunity Employer. Indian Preference may apply in accordance with applicable Tribal and federal law.

This job description is intended to describe the general nature of the position and is not an exhaustive list of all duties and responsibilities.

How to Apply

Send the following to anita@tnrg.org:

- Cover letter
- Resume
- Three names for recommendations along with contact details
- Transcripts
- Any certifications and/or training certificates relevant to the position