

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

Position: Administrative Research Assistant -

Status: Regular/Full-Time

Department: Tribal Health/JHU NARCH Grant

Wage: DOE

Department: Tribal Health

Location: FBIC-THD

Supervision Received: Tribal Health Director

Purpose of Position

The Administrative Research Assistant will assist the Tribal Health Director and other team members in administration and research tasks including coordination of the Tribal Advisory Board (TAB), review of current Tribal laws and regulations related to data sovereignty, and data sovereignty best practices literature review. They will also support the development of the local data governance strategy. They will support key functions of the NARCH grant Administrative Core, with a focus on coordination of communication across projects, communication of training and grant opportunities, and organization of TABs, including scheduling and honorarium payments.

Essential Duties & Responsibilities

- Plan, support, and organize daily activities of the office or program.
- Manage Principal Investigator (PI) calendar, plan and schedule meetings, and coordinate associated logistics.
- Prepare meeting materials (e.g., draft agenda, collect relevant information) and provide staff support for meetings.
- Record and draft meeting minutes, monitor and follow-up on action items.
- Coordinate and provide various general office services, e.g., purchasing, records control.
- Identify and resolve administrative problems and issues.
- Coordinate the Tribal Advisory Board (TAB) meetings and activities.
- Perform review of current Tribal laws and regulations related to data sovereignty, and literature review of data sovereignty best practices.
- Develop and compile reports.
- Perform non-routine and confidential administrative functions, as needed.
- Coordinate preparation, set up and logistics for events/ functions.
- Assist with basic financial tasks, e.g. expense reports, invoices, reimbursements.

Knowledge Skills & Abilities

- Reliable, organized, compassionate.
- Portrays self-directed learning, and detail-oriented.
- Proficiency in computer applications including Microsoft Office, Zoom, SharePoint.
- Strong attention to detail, excellent verbal/written communication skills and self-motivation are critical.
- Strong organization and problem-solving skills required.
- Independent learner and worker, flexible, adaptable, and creative.
- Able to work independently and effectively in a multidisciplinary team environment.
- Able to interact effectively with supervisors and coworkers from diverse backgrounds.
- Excellent communication and interpersonal skills (written, verbal, intercultural).
- Professional judgement and ability to maintain confidentiality.
- Ability to maintain confidentiality and ethical standards.
- Ability to travel when needed.

Minimum Qualifications

- Associate Degree required; Bachelor's preferred (Public Administration, Human Services, Behavioral Health, Education, or related field).
- Two (2) years related professional experience preferred; or a combination of education and experience.
- Experience in research grants, research administration or coordination preferred.
- Experience in Tribal programs or program coordination preferred.
- Knowledge of Tribal culture and community preferred.

Conditions of Employment

- Must pass required background check.
- Must adhere to confidentiality standards.
- Must comply with Tribal employment policies and grant regulations.
- Position is grant funded and continuation is dependent upon funding.

Note: These statements here are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel. Furthermore, they do not establish and contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

IMMIGRATION REFORM AND CONTRACT ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit complete application and resume to:*

Human Resources Department
Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526