

## **ALBUQUERQUE AREA INDIAN HEALTH BOARD**

### **POSITION DESCRIPTION**

<b>POSITION:</b>	Research Intern (short-term)
<b>REPORTS TO:</b>	NARCH Principal Investigator/NARCH Program Manager
<b>DEPARTMENT:</b>	Southwest Tribal Native American Research Centers for Health (NARCH)
<b>LOCATION:</b>	Albuquerque Area Indian Health Board, Albuquerque
<b>FLSA STATUS:</b>	Non-Exempt

**GENERAL DESCRIPTION:** The Research Intern will be assigned to the Southwest Tribal NARCH. The Research Intern will assist NARCH staff and other AAIHB staff in community assessments, technical assistance and administrative activities; literature searches; participating in a journal club; organizing programmatic material and maintaining project files; and assisting in the fulfillment of program initiatives. Specific activities will provide the intern with excellent opportunities to further develop his/her practical and scholastic skills.

**INTENDED OUTCOMES:** The Research Intern will have an opportunity to gain hands-on experience with specific activities including field work in tribal communities, research activities, human subject protections training and practical and academic skill building exercises. AAIHB will benefit by contributing to the academic and professional development of an experienced, culturally sensitive, Native American student focusing on a health-related career.

#### **SUMMARY OF POSSIBLE DUTIES AND RESPONSIBILITIES:**

- Participate in training for research interviewing, data entry, data analysis, including database and data analysis software training opportunities (e.g. EpiInfo, NVivo, SAS, SPSS, STATA, MS Excel and/or MS Access).
- Assist with preparation of materials for meetings with Tribal leadership, Tribal health programs and AAIHB representatives.
- Assist in data collection and interviewing.
- Travel to tribal communities for field work. Assist with data management using EpiInfo, NVivo, SAS, SPSS, STATA, MS Excel and/or MS Access and provide data entry support.
- Assist in data base management, quality assurance and data clean up.
- Conduct literature reviews and synthesize findings
- Participate in weekly journal club.
- Assist in querying data systems.
- Attend meetings with NARCH collaborators, tribal representatives and/or tribal leadership.
- Display professional conduct in all business dealings (professional dress and demeanor).
- Attend weekly staff meetings.
- Maintain confidential information.
- Write a report and evaluation of internship experience.
- Maintain a clean organized office environment.
- Exhibit behavior that reflects the highest level of integrity and impartiality.
- Abide with all AAIHB personnel policies, procedures and structure.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Proficient with Microsoft Office Professional, e.g. Word, Excel, PowerPoint, and Access.
- High degree of professionalism and sensitivity to diverse cultures.

- Strong technical writing, editing and communication skills.
- Flexibility and ability to work well in a team environment.
- High degree of sensitivity to issues of privacy and confidentiality.
- Basic knowledge of research methods and study designs.
- Ability to demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal and other professionals.

#### **QUALIFICATIONS:**

- Must be an American Indian student, enrolled in a health related degree program ; i.e. public health, social work, biology, pre-med, psychology, sociology, exercise science, health education, nutrition or anthropology.
- Must be a student in good standing.
- Must be organized and able to carry out all responsibilities of the position with mentor's supervision.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Local travel is moderately required, with occasional overnight travel.
- Completion of a background check is required.
- Professional dress and demeanor are expected.

#### **WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in a typical interior/office environment.
- Frequently involves sedentary work; exerting up to 10 pounds of force and/or negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.
- Occasionally involves light work, such as exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects.
- Requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
- Repetitive movement of the wrists, hands and/or fingers.
- Often requires walking or moving about to accomplish tasks.
- Standing and/or sitting for sustained periods of time.
- Ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Raising objects from a lower to a higher position or moving objects horizontally.
- Stooping which entail the use of the lower extremities and back muscles.
- Infrequently requires crouching.