Nature of Work
The Centers for American Indian and Alaska Native Health (CAIANH), Colorado School of Public Health, is seeking a **full-time** professional research assistant to support outreach, engagement, and research activities funded by a grant from the National Institute on Minority Health and Health Disparities (NIMHD), which supports our Center of Excellence (COE). The NIMHD COE facilitates and coordinates a wide spectrum of activities related to reducing risk of health disparities among American Indians and Alaska Natives. This position will assist with supporting a Data Coordinating Center on behalf of the Cook Inlet Tribal Council, Inc.’s Recovery Services (CITC/RS), a comprehensive system of behavioral health care that seeks to improve the well-being of Native people. The occupant will support similar activities with other Alaska Native behavioral health care organizations, notably the Fairbanks Native Association and Tanana Chiefs Conference that frequently partner with CITC/RS.

CAIANH is a research center in the Colorado School of Public Health. The overall mission of CAIANH is to advance the health of American Indian and Alaska Native communities by means of research, training, technical assistance, and information dissemination. More information about CAIANH may be found at: [http://www.ucdenver.edu/caianh](http://www.ucdenver.edu/caianh).

Professional Field
Ethnic Studies, Minority/Native American Health, Public Health, or a related field

Supervision Received
This position will be supervised by a Senior Professional Research Assistant.

Supervision Exercised
Not applicable

Examples of Work Performed
This position will function as a member of the Export COE team, working alongside other team members in the following areas.

1. Review medical records documents for completeness and consistency.
2. Communicate with CITC/RS staff about data quality issues.
4. Prepare periodic data quality reports for CITC/RS staff.
5. Assist in generating reminders for CITC/RS staff acquiring follow-up data.
6. Enter data in Access databases (estimated 10% or less of position hours)
7. Assist in preparing reports on client outcome measures.
8. Conduct and monitor Community Readiness Assessments of key stakeholders in greater Anchorage, AK metropolitan area, Fairbanks and North Star Borough, and Interior villages across the Tanana Chiefs Conference.
   a. Schedule assessment sessions with community-based program staff.
   b. Ensure that appropriate logistical arrangements are in place.
   c. Meet with the Export COE team after each session to review process and outcomes.
9. Enter Community Readiness Assessment data and support its subsequent analysis and reporting.
10. Coordinate transcription of focus group discussions with consumers and staff of CITC/RS as well as Fairbanks Native Association behavioral health services.
11. Review focus group transcripts and prepare 2-3 page summary reports.
12. Coordinate and monitor administration of self-report surveys of key stakeholders participating in Cook Inlet Tribal Council, Fairbanks Native Association, and Tanana Chiefs Conference strategic planning and implementation of activities intended to prevent and/or treat alcohol, drug, and mental health problems among Alaska Native and American Indian youth as well as young adults.
13. Enter or download self-report survey data and support its subsequent analysis and reporting.
14. Assist with additional duties, as necessary.

Knowledge, Skills, and Abilities

Demonstrated experience with community-based American Indian/Alaska Native organizations
Ability to understand the social and cultural context of American Indian/Alaska Native communities
Ability to establish and maintain cooperative, supportive relationships with all project stakeholders
Excellent oral and written communication skills; highly organized
Strong interpersonal skills
Ability to work collaboratively in a team-based setting, and also function effectively on an independent basis
Intermediate or greater Microsoft Office proficiency

Minimum Requirements
Bachelor’s degree

Salary Range
$35,000 - $38,000, commensurate with degree and experience

Please submit your application online through the University’s recruiting website, http://www.cu.edu/cu-careers including a cover letter, resume, and names of three references as attachments to your application. Job Title: Professional Research Assistant. Job Posting #15440.

Application Deadline
Review of applications is ongoing and will continue until the position is filled.

Source of Funding
NIMHD, American Indian and Alaska Native Health Disparities

The University of Colorado Denver is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees. The University of Colorado is committed to diversity and equality in education and employment.