**AIHEC Position Description**

**Graduate Student Research Assistant**

**Job Description:**

The Graduate Student Research Assistant will join AIHEC’s Research Team to support the organization’s research efforts with the goal of strengthening Tribal Colleges and Universities and Indigenous student education outcomes. The graduate student will assist in a variety of tasks related to AIHEC’s research projects including the generation of annotated bibliographies, collection of data through various means (focus groups, surveys, interviews, e.g.), and the analysis and synthesis of data.

Founded on Tribal sovereignty, AIHEC’s vision is tribally driven knowledge creation that celebrates our values, spirituality, and traditional ways of knowing, strengthening, and sustaining our Nations for generations to come. We believe that tribally centered research honors, respects, and protects the attributes that distinguish Indigenous peoples and cultures—tribal sovereignty, spirituality, native languages and practices, Tribal homelands, families and communities, elder knowledge, and the hopes for generations to come. AIHEC’s research is conducted with integrity and in respectful, compassionate, and culturally appropriate ways, always mindful of the sacredness of the natural world of life.

**Typical Duties**

The Director of Research will supervise the Graduate Research Assistant and assign tasks that support AIHEC’s research projects and goals. Such tasks may include the following and/or other duties specific to the research objectives:

* Work with AIHEC‘s research team to collect data through determined techniques and procedures, structured interviews or other project specific methodology
* Organize and schedule research activities
* Meet with the research team as required to strategize work efforts and discuss progress on assigned duties
* Assist with literature searches, annotated bibliography, and focus group analysis
* Perform other related duties as required

**Qualifications**

* Graduate student or recent graduate holding a Master or Doctorate focused on a social science research discipline
* Significant experience working with Native communities or Tribal Colleges and Universities
* Knowledge of American Indian and Alaska Native (AI/AN) higher education issues, as well as issues regarding research in AI/AN or other Indigenous communities and tribal nations
* Ability to successfully work both independently and collaboratively, and participate in consensus building and group facilitation processes
* Strong oral and written communication skills essential
* Multitasking capacity with keen attention to detail and clear ability to prioritize and manage multiple tasks
* Demonstrated proficiency with generating annotated bibliographies and literature reviews
* Demonstrated competence in conducting and analyzing data from focus groups
* Demonstrated proficiency in using software such as Excel, Teams, Zoom, PowerPoint, Outlook, and Word
* Current Human Subjects Certification

**Wages, Hours, Duration, Location**

Hourly wage: $20-23, DOE

Hours per week: Average 10-20 hours

Duration: Up to 10 weeks, starting asap

Location: Work can be done remotely, reliable Internet connection and the ability to meet online required.

**Application Information**

Please send a current CV, graduate school transcripts, and a cover letter describing your interest in and qualifications for the job. Include the contact information for at least three professional references that are willing to be contacted on your behalf.

Send materials in pdf via email to jobs@aihec.org with the subject line Attn: Graduate Research Assistant Position.