Summary of Position:

The Research Assistant will work with the Project Coordinator to oversee the creation of a national repository, or database, for Native nutrition programs and practices. The duties will include management of the identification, recruitment and selection of best/promising practices and recruitment of scientific and community consultants. The RA will oversee database development and identifying and inputting data.

Experience working in Indigenous communities is preferred. The ideal candidate will have a public health background/courses and experience in writing, database and community-level intervention experience with a required bachelor’s degree or higher degree preferred. The RA will report to the Project Coordinator.

Principal Duties and Responsibilities:

| 20%  | Assist with establishing the first directory of experts in fields relating to American Indian nutrition. The intended users of this database would include tribal leaders and staff, non-profits serving Native populations, academic researchers, conference organizers, the news media, government officials, and anyone looking for expertise on general or specialized topics.  

a) The will include a biography along with contact information, areas of expertise,
| 20% | Assist with building a comprehensive bibliography of material relating to American Indian nutrition.  
   a) This will include topics such as: dietary practices, nutritional science, food traditions, ethnological history, agriculture, fishing, hunting, gathering, food production, law, public policy, tribal programs, Federal programs, public health, medicine, and other disciplines and subject areas.  
   b) The bibliography will contain materials in both written and other media, including both academic and non-academic items. If feasible, it may evolve into a critical bibliography, with editorial (or wiki-like contributed) annotations providing assessments on the strengths, weaknesses, usefulness, and implications of individual entries. Live weblinks may be provided to materials directly accessible via the Internet or catalogued on websites. |
|---|---|
| 20% | Assist with developing partnerships with tribal communities and organizations across the nation and internationally to define Wise Practices and also develop an Indigenous friendly, publically accessible database.  
   a) Identify interested tribal partners  
   b) Analyze focus group data regarding these wise practices  
   c) Report findings to the Project Directors and Advisory Council |
| 20% | This position will have responsibility for assisting with the research and planning related to the implementation of the database and journal writing project. This person will also assist with participant recruitment and data collection and production of manuscripts for dissemination. They will also assist the Project Directors as necessary. |
| 20% | Assist the Project Coordinator will ensure ongoing documentation of the procedures and protocols for the tribal practices conditions and procedures for identification, evaluation and dissemination and writing for additional funding. |

**Supervision:**

None

**Required Qualifications:**

Bachelors degree required.

**Additional Qualifications:**

Cultural respect and experience in Indigenous communities.
Restrictions:

Limited to students registered in a graduate or post-baccalaureate professional degree program at the University of Minnesota. Each student is limited to a total of 75% time University employment except during vacation periods. If the student is on an F-1 visa, s/he is limited to 50% time employment except during vacation periods.

Working Conditions:

The majority of the work in this position is performed in a general office setting.