

American Indian Higher Education Consortium

Job Description

Job Title: Director of AIHEC NARCH Research (PD)

Date: December 2015

A Non-profit organization dedicated to advancing American Indian Higher Education, seeks a Director of AIHEC NARCH Research with 5+ years of experience. Successful candidate should be able to work independently in a fast paced environment, be accurate, well organized and possess excellent computer and communication skills.

The Director of AIHEC NARCH Research will assume a leadership role in the development and implementation of a distributed behavioral health research program involving the nations' 37 Tribal Colleges and Universities (TCUs) and will develop other research-related projects that build on the NARCH project. The Director will provide day-to-day management of the AIHEC NARCH project and engage in regular planning and project coordination activities with AIHEC staff, co-principal investigators, TCU research coordinators, and other partnering organizations and stakeholders. A priority for this position will be to establish a sustained program that builds upon the success of the AIHEC NARCH project, providing the TCUs research, training and technical support resources as they develop research and education programs necessary to address critical issues impacting the health and wellness of American Indians.

This position calls for a strategic, energetic, and creative director, deeply knowledgeable of behavioral health and American Indian issues, and familiar with best practices associated with community-based research and program implementation in American Indian/Alaska Native communities. The Director must be a skillful manager adept at cross-functional integration and program growth. The Director must be able to work with diverse stakeholders and have the capacity to create and nurture effective partnerships. With a personal style that is professional, polished, and engaging, the Director of AIHEC NARCH Research will engender trust, foster a collegial environment, and bring out the best in TCU project partners and colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Based in Alexandria, Virginia, the Director of AIHEC NARCH Research will report to AIHEC's President & CEO. Specific responsibilities include - but are not be limited to - the following:

Research Grant Management and Development:

- Serve as Director of AIHEC NARCH Research, funded through the federal NARCH VII program, including coordinator for the TCU Behavior Health Research Network, and other research grant programs as developed;
- Oversee the day-to-day program management tasks and engage in regular planning and coordination of project activities with the principal investigators, TCU campus coordinators, other TCU faculty and staff, and partnering organizations;
- Assist TCUs in establishing and developing sustainable, community- and culturally-based behavioral health research and academic programs and research projects, which includes:
 - Managing the TCU sub-awarding process, including soliciting, funding, assisting, and overseeing active and engaged TCU participation in the NARCH project;

- Developing the capacity of TCUs to employ Indigenous Community Based Participatory Research (ICBPR) methods, using the AIHEC Indigenous Evaluation Framework;
- Assisting TCUs in identifying and implementing effective, culturally-appropriate, and evidence-based behavioral health interventions, including through ongoing dissemination of relevant research and models; and
- Providing technical support to TCUs developing community Behavioral Health Wellness Plans.
- Identify and develop collaborations with experts in fields relevant to AIHEC and individual TCU research priorities;
- Cultivate and collaborate with partners in establishing a sustainable TCU-wide Behavioral Health Network;
- Develop, coordinate, and implement an annual TCU Summer Behavioral Health Institute for students, faculty, and project partners, and participating in organizing other workshops and meetings as required;
- Lead the development (in collaboration with organizations such as the American Indian College Fund) of a privately funded fellowship program to support TCU faculty/staff pursuing advanced degrees in behavioral health disciplines;
- Establish and maintain the TCU Behavioral Health Wellness Resource Center Portal;
- Oversee the development of an online behavioral health research course series for TCU students;
- Establish a research experience for undergraduates (REU) program for TCU students and the sponsorship/selection of TCU students and faculty to attend behavioral health conferences and meetings;
- Assist in recruiting students for AIHEC-wide and TCU-specific projects, as requested and needed;
- Disseminate on a regular basis information about the project, including representing AIHEC at key external meetings and conferences and maintaining ongoing communication and collaboration with the AIHEC NARCH Advisory Committee (AIHEC Board of Directors Research Committee);
- Staff the AIHEC Board of Directors Research Committee, including assisting in the development and implementation of an AIHEC Tribal Higher Education Research Agenda; and
- Advance AIHEC's and the TCUs' research capacity by leveraging AIHEC's participation in the NARCH VII program to pursue NARCH-related and other research funding opportunities, including implementation of the AIHEC Tribal Higher Education Research Agenda.

Additional Tasks include (but are not limited to):

- Provide technical assistance to TCUs and other project partners as needed;
- Supervise program staff, conduct annual performance reviews, approve project related expenses, reimbursements, timesheets and leave requests;
- Maintain good relations with project sponsors, including through effective project management and reporting (such as monthly, quarterly, and final reports); and
- Work with the AIHEC President & CEO to develop proactive agendas for AIHEC Board of Director Research Committee meetings and TCU research capacity building workshops, seminars, webinars and publications.

THE PERSON: Education, Experience, Passion

The successful candidate will bring: a high level of motivation and a strongly entrepreneurial approach; an appreciation of the value of collaboration; experience in successful grant management with NIH-NARCH or other major research programs, including demonstrated knowledge of federal grant compliance requirements; strong general management skills, with proven success in managing teams and mentoring/developing staff; research experience within the American Indian reservation-based communities

and scholarship in behavioral health or related field; strong familiarity with TCUs and/or American Indian/Alaska Native tribal communities. The candidate must have an appreciation for the importance of community-based research driven by and for American Indians and Alaska Natives, particularly in the behavioral health fields.

The candidate must have an earned Ph.D. or Master's degree in behavior health or a related field.

Team, Analytical, and Communication Skills

The successful candidate will have keen analytical skills with the ability to synthesize and coordinate complex projects; the capacity to write and speak clearly and effectively to a wide range of audiences, including students, faculty and staff, institutional presidents, media, and federal agency officials. The candidate will have strong quantitative research skills and will have the ability to explain quantitative research outcomes to a variety of audiences and stakeholders. The candidate will be adept at establishing and maintaining good work relationships and will be comfortable working collaboratively – as well as independently. The candidate will have experience with online information sharing and collaborative work environments, and will be able to participate in their design and management.

LOCATION

This position is located in Alexandria, Virginia, at AIHEC headquarters. The position is not eligible for relocation outside of the AIHEC central office.

Competitive salary (commensurate w/experience) excellent benefits. Must be willing to submit to a background check

Apply today by emailing your cover letter, resume, salary requirements, and salary history to jobs@aihec.org. Applications must be received by **Dec. 31, 2015**. If you do not provide all of the information requested, your resume will not be considered for employment.