

Graduate Assistant: American Indian Public Health Resource Center (AIPHRC)

General Information:

The Graduate Assistant (GA) for the AIPHRC within the Master of Public Health (MPH) program will assist the Public Health Policy Project Manager with tribal policy/health policy development with area tribes.

Specific responsibilities may include:

Coordination policies and data sharing agreements

- Assist with the development of coordination policies and data sharing agreements with various entities, including, but not limited to, tribes, community based entities, state health departments, local public health agencies, and Medicaid.

Tribal health policy development/ tribal health and safety code development

- Assist with tribal health policy/health and safety code development

Policy Development/Self-determination (“638”) feasibility studies

- Assist in the development of “638” feasibility studies

General duties

- Outreach - Conduct outreach to tribes and travel as necessary
- Participate in trainings as applicable
- Assist with literature reviews, data collection, and data management
- Assist with grant writing
- Other duties as assigned

Qualifications:

- Demonstrated professional aptitude and cultural competency
- Knowledge of American Indian health disparities
- Must be admitted to the NDSU MPH program
- Must maintain a minimum of 3.0 GPA for duration of the appointment
- Ability to work with a diverse group of people
- Strong oral, written, and interpersonal communication skills in the English language
- Proficient in computer skills and document preparation (e.g. Microsoft Office)
- Attention to detail; ability to work independently and carry out tasks to completion

Terms of Employment: Appointment requires 10 hours per week with flexible scheduling; must be available for periodic travel. Appointment begins August 17, 2015 and ends May 13, 2016.

Stipend: \$6000 for a 9-month appointment. Assistantship comes with a full tuition waiver (Fall 9 credits, Spring 9 credits, and summer 3 credits), and student is responsible for related fees and cost of books.

Application Materials: Due by July 2, 2015.

Submit application materials to: Stefanie.meyer@ndsu.edu

Phone: 701-231-6549

MASTER OF PUBLIC HEALTH PROGRAM

NDSU Dept 2660 | PO Box 6050 | Fargo ND 58108-6050 | 701.231.6323 | Fax 701.231.7606 |
<http://www.ndsu.edu/publichealth>

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