TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Research Center Coordinator

Position Title: **Research Center Coordinator**
Contract Term: **12-month position**
Accountable To: **Director of Institutional Research, Assessment and Accreditation (IRAA)**
Salary: **$55,182 - $59,912**

Summary of Position: The Research Center Coordinator will assist in the day-to-day logistical and operational tasks for research projects at Turtle Mountain College (TMC). The Research Coordinator will interact with investigators, collaborators, and students in a research environment. This person will coordinate and administer research study associated activities of faculty, students, and collaborators at TMC. The Coordinator will assist in project planning, and ensure that pre-established work scope, study protocol and regulatory requirements are followed and that full, secure recordkeeping systems and procedures are maintained.

JOB CHARACTERISTICS:
Personal Contacts: Regular contact with investigators, collaborators, faculty and students.

Supervision Given: This position will supervise Student Research Advisors and Student Researchers.

Supervision Received: The Research Center Coordinator will report to the Director of Institutional Research, Assessment, and Accreditation (IRAA.)

RESPONSIBILITIES:
- Provide overall direction/coordination of program activities.
- Maintain project records.
- Serve as liaison with partners, students, Tribe and community as needed.
- Training in research for faculty.
- Maintain current working knowledge of all assigned protocols and reporting requirements.
- Adhere to all protocol requirements to ensure validity of research data.
- Recruit faculty and students to conduct research at TMCC.
- Enter data into computer databases.
- Maintain paper and computerized research files.
- Participate in research group meetings: schedule meetings; create agendas; complete minutes.
- Prepare mandatory reports and documents/protocols.
- Prepare for and participate in audits and monitoring of studies.
- Assist in preparation and maintenance of IRB protocols and related documents.
- Design, plan, and implement research projects
- Collect and analyze data
- Develop and implement data-collection instruments
- Monitor progress of research projects
- Prepare reports and presentations
- Develop and maintain relationships with research stakeholders
- Support grant application preparation in coordination with interested TMCC researchers

TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Research Center Coordinator

- Convey upcoming grant-funded research opportunities to internal constituents
- Ensure compliance with research protocols
- Manage research project budget and timelines
- Collaborate with other departments to ensure successful project completion
- Perform other duties as required.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of research methods and data analysis techniques.

Skills:

- Experience in data analytics.
- Excellent organizational and communication skills. Strong attention to detail.
- Attentive to detail and accuracy, committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
- Generates new ideas, supports change, provides innovative solutions, solves problems creatively.

Abilities:

- Able to envision and support student and faculty research projects from early to final phases.
- Able to break down problems into smaller components, can simplify and process complex issues, can identify and understand root cause.
- Manages a fair workload, proactively seeks meaningful work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow.
- Ability to work independently and manage multiple projects.
- Able to work in a fast-paced environment.

REQUIRED QUALIFICATIONS:

- Master's degree in higher education, economics, sociology, political science, data analytics or information studies or other research-related fields.
- Experience in using statistical/data processing software (e.g., Excel, Excel Macro, SPSS and SPSS Syntax, Stata) and online survey technology (e.g., Qualtrics)
- High proficiency in all Microsoft Office suite applications is required, including in preparing and formatting data in written and graphic formats.

PREFERRED QUALIFICATIONS:

- Doctorate degree in higher education, economics, sociology, political science, data analytics or information studies.
- Three or more years' experience in research.

Written: 12/24
Revised: 8/26, 10/26