

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Stone Child College Research Assistant
Opens:	April 29 – May 13, 2026
Supervisor:	Stone Child College Director of Research
Classification:	Part-time
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY:

The Research Assistant must be detail-oriented to support data collection, analysis, and reporting efforts. The ideal candidate will have strong critical thinking skills, the ability to interpret complex information, and a commitment to producing accurate and meaningful insights that support organizational goals.

JOB DUTIES:

- Convene monthly Institutional Review Board (IRB) meetings
- Manage research and IRB administrative responsibilities
- Prepare meeting minutes
- Prepare and process honoraria and internship payments and other incentives
- Assist with community engagement events and activities
- Collect, analyze, and interpret quantitative and qualitative data
- Conduct literature reviews and background research on relevant topics
- Prepare reports, summaries, and presentations of findings
- Maintain accurate records of research activities and data sources
- Assist with grant reporting and compliance requirements (if applicable)
- Collaborate with team members to support research projects and initiatives
- Ensure data integrity and confidentiality standards are upheld
- Complete other duties as assigned

QUALIFICATIONS:

- Associate degree in a relevant field
- Strong analytical and problem-solving skills
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Excellent written and verbal communication skills
- Ability to manage multiple projects and meet deadlines

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication and interpersonal skills
- Understanding of grant requirements, reporting standards, and compliance
- Attention to detail and accuracy in data handling
- Technical skills in report writing, data visualization, and presentation development
- Ability to work independently and collaboratively within a team environment
- Ability to adapt to changing research priorities and project requirements

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- SCC application (<https://www.stonechild.edu/employment/>)

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- Letter of interest
- Current resume
- Official Transcripts
- Three (3) current professional letters of reference with contact information

Via email to: Human Resources – hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.