



Inuit Circumpolar Council (ICC) Alaska is currently seeking a **Research Assistant** to work with our Indigenous Knowledge/Science Advisor on a newly National Science Foundation (NSF) funded project. The work will be conducted out of our Anchorage, Alaska office. This is a temporary, part time, contracted position. The schedule will vary based on project activities but will be for a total of 12 months over a 30-month period.

GENERAL JOB FUNCTIONS:

The Research Assistant will work closely with the Indigenous Knowledge/Science Advisor on the project: *Food Security & Self-Governance: Inuit Role in Managing Arctic Marine Resources*. The Research Assistant will:

- Assist in the organization, preparation and implementation of focus group meetings – activities may include, assisting with logistical matters including making travel arrangements and arranging catering, note taking, facilitating break out groups, and working directly with meeting participants to ensure their participation.
- Provide general administrative and clerical support for the project – activities may include, developing project updates, maintaining correspondence with tribal councils and regional organizations involved in the project, and preparing project participants for meetings.
- Provide transcription of all meeting notes and recordings; transcription of all interview notes and recordings; distribute transcribed interviews to interviewees and work with interviewees to ensure their approval of the transcripts and the addition of new information
- Analyze information gathered – using analysis software, Atlas.ti, conduct analysis of information gathered through focus groups and interviews; work with project participants (Indigenous Knowledge holders) through teleconferences, phone calls and opportune meetings to include their input in the analysis process.
- Assist in the drafting and finalizing of final products; including assisting in the review process of final products through the distribution of products to all project participants
- Other duties as assigned.

EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent required.
- College undergraduate degree and higher preferred. Completed courses relating to project planning/management, Indigenous self-government, Alaska and/or Canadian resource management, science and Indigenous Knowledge, international law, Native studies, political science, or other relevant courses preferred.
- General computer skills necessary, including Microsoft Office (Word, Excel, etc.).
- Ability to communicate effectively, both orally and in written form.
- Experience in collecting qualitative information and conducting analysis and knowledge of Indigenous methodologies.
- Experience in and/or knowledge of Inuit culture, governing structures, and traditional management mechanisms required.
- Ability to learn, work both independently and in a team, organize and prioritize work.

Please submit your resume and cover letter explaining your interest and qualifications in the position by fax to 907-274-3861 or e-mail to icc@iccalaska.org. Or you can drop it off at the ICC-Alaska office at 3900 Arctic Blvd Suite 203, Anchorage, AK. The closing date for recruitment is **October 8, 2017**.