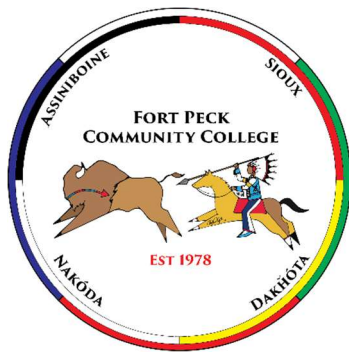
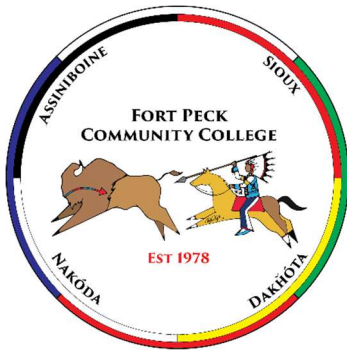




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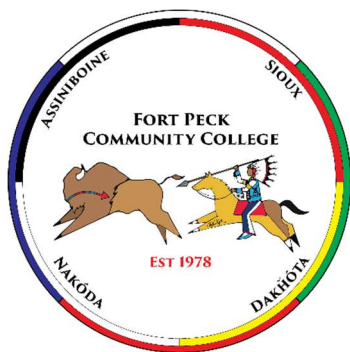
Job Title:	DMRA	Position Type:	Full Time (Grant)
Location:	Poplar	Date Closing:	12/12/25
Salary:	\$41,600	Start Date:	1/2/26
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference	
Job Description			
Purpose: NenŨnkŨmbi/EdaHiYedo (“We Are Here Now- Plus”/NE+) is 4-year intervention that addresses risk and protective factors to improve the health and wellbeing of American Indian living on the Fort Peck Reservation. NE+ is implemented in the Frazer, Wolf Point, Poplar, and Brockton school districts to deliver life skills training to students, parenting skills to caregivers and family members, improve communication skills between students, families, and school personnel, and coordinate health care services for youth. NE+ also includes education on traditional values and beliefs. NE+ is implemented in partnership with the Fort Peck Tribes, Fort Peck Community College, the Fort Peck Tribal Health Department, the school districts of Frazer, Wolf Point, Poplar, and Brockton, Northern Arizona University, Montana State University, Mathematica, and Allyson Kelley & Associates.			
Description: The Data Management Research Associate (DMRA) will be hired at Fort Peck Community College to assist the Lead Educator and Curriculum Director (LECD) and Family – Community Research Associate (FCRA) with preparing all aspects of NE+ data collection and management including organizing and coordinating project logistics and paperwork with LECD and FCRA, tracking and maintenance of study ID numbers, preparation, implementation, and tracking of all project quantitative and qualitative data, coordination of data collection, data uploads, and follow-up per site with LECD and FCRA, attending school and community meetings as necessary to facilitate data collection, coordination of team support, attendance at weekly team meetings, coordination of quantitative data collection and tracking of data with Mathematica project manager, coordination of qualitative data collection with Northern Arizona University and the Mary and Robyn Jones College of Nursing (MRJCON) and other project needs that arise.			



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Responsibilities

- Coordination of all aspects of quantitative and qualitative data collection with LECD and FCRA.
- Coordination of all aspects of quantitative and qualitative data as relevant to the project's research aims with Mathematica, NAU, and MRJCON.
- Creation and tracking and maintenance of study ids for participants as outlined in the study protocols.
- Coordination of data collection with LECD and FCRA at each study site including the necessary preparation of iPads, consent forms, ensuring all survey questions have been answered, fidelity of data collection, and data uploads to REDCap.
- Maintenance of data collection records.
- Meetings as agreed upon with project partners including Mathematica, NAU, and MJCRON.
- Assist LECD and FCRA with participant recruitment, including documentation, tracking, and scheduling reminders/follow up meetings.
- Collect and upload required fidelity and dosage forms as design and required by Northern Arizona University (NAU).
- Coordinate, collect and upload talking circles in collaboration with LECD and FCRA with youth, caregivers, and school personnel at the end of each intervention cycle per site and in collaboration with NAU.
- Coordinate, collect and upload Waca I Waste data in collaboration twice a year in collaboration with MJCRON.
- Organize and store all study electronic and paper forms related to data collection according to protocol.
- Complete protocol deviation forms when needed.
- Participate in weekly team meetings.
- Coordinate secure data storage with LECD and FCRA and Mathematica, NAU, and MJCRON.
- Follow all study protocols, maintaining confidentiality and always demonstrating respect for participants.
- Complete and maintain CITI Training certification.
- Complete REDCap and data collection training.
- Other duties as assigned



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Skills/Qualifications

- Bachelor's degree or higher; OR associate degree with 3 or more years of professional experience.
- Project management experience
- Knowledge of the Fort Peck community
- Experience working with youth and/or families at Fort Peck
- Attention to detail
- Ability to follow instructions and make deadlines
- Ability to coordinate and manage multiple tasks/priorities (including tracking and reporting of intervention modules, fidelity forms, and data collection)
- Strong written and verbal communication skills
- Ability to work collaboratively with a large team are important skills for the position.

This position is grant funded and continuation is dependent upon availability of grant funds.

Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocr cas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~