

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\* \* \* V A C A N C Y   A N N O U N C E M E N T \* \* \***

**TITLE:** Research and Review Board Director

**LOCATION:** Tribal Legal Department  
Pablo, MT.

**SALARY:** \$32.53 to \$37.39 per hour

**CLOSING DATE:** Thursday, February 29, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a six-month probationary period.**

**DUTIES:**

- Facilitates, oversees, and administers CSKT review of all research projects proposed to occur within the borders of the Flathead Reservation and/or that involve CSKT people, communities, and/or resources, including cultural and natural resources.
- Facilitates and coordinates meetings, discussions, and deliberations of the CSKT Reservation Research Review Board.
- Develop and administer an annual budget to meet the needs of the Research Review Board members.
- Set up minimum qualifications required, terms, roles and responsibilities, compensation, and any other pertinent information needed to establish and maintain Research Review Board members, including assisting with Tribal Council appointment of members.
- Determine and implement training and on-boarding needs for Research Review Board members.
- In collaboration with the Research Review Board:
  - Develop manuals for researchers conducting research on the Flathead Reservation.
  - Develop, update, implement, and monitor research forms, procedures, and policies, with annual review/revisions as necessary.
  - Work with Research Review Board and CSKT Departments to develop a list of research priorities for CSKT and develop strategies for identifying and working with researchers to undertake the research priorities where possible.
  - Enforce any restrictions and/or penalties deemed necessary per Research Review Board findings of misconduct, fabrication, falsification, or plagiarism in research.
  - Approve/disapprove of research proposals.
- Manages, catalogues, and monitors CSKT records related to proposed, current, and past research projects.

- Work with IT and other appropriate CSKT employees to set up, operate, and maintain a research computer software program to manage and organize research and study efforts; and determine collection and dissemination information for grants and studies.
- Create, build, and maintain effective communication between CSKT stakeholders, external stakeholders, Tribal entity stakeholders, the Salish Kootenai College (SKC) Institutional Review Board (IRB), and CSKT Departments regarding all research.
- Meet formally and informally with Tribal Council, Tribal Health, other CSKT Departments, and other stakeholders to ensure tribal representatives have a venue to provide input and guidance to research activities and provide feedback.
- Attends SKC IRB meetings, including those reviewing research.
- Attend conferences and meetings, as needed, with CSKT departments/entities (such as Tribal Health and SKC) and other stakeholders to disseminate research information and collect new data on current priorities.
- Obtain and maintain research certifications, including but not limited to National Institutional Review Board training, Collaborative Institutional Training Initiative (CITI), and Indigenous curriculum (e.g., rETHICS).
- Other duties as assigned.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- BA or BS degree required, Master's degree preferred with emphasis in research.
- Five (5) years' experience working in the research field.
- Ten (10) years' experience with Indigenous community and/or organizations and/or governments, with preference for experience with CSKT.
- Preference will be given for verifiable experience in Indigenous Research with experience in Community Based Participatory Research methodology.
- Five (5) years of increasingly responsible work experience in developing data tracking for reporting and records management.
- Experience coordinating a Board and developing of policy and procedures.
- Extensive documented experience with cultural, legal, ethical, and moral issues in research projects relating to Indigenous communities.
- Must pass local, state and federal background checks (upon hire and yearly thereafter) and is subject to CSKT Drug and Alcohol Policies.
- Must have a valid Montana Driver's License.

**SUBMIT:**

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Copies of relevant academic transcripts and training certifications.
3. Copy of valid driver's license and proof of insurance.
4. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.
5. Proof of enrollment from a federally recognized tribe if other than CSKT.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo, MT 59855, telephone 406.675.2700, ext. 1040 or [Personnel@cskt.org](mailto:Personnel@cskt.org)

**FOR MORE INFORMATION:** Contact: Chelsea Colwyn, Attorney at: [Chelsea.Colwyn@cskt.org](mailto:Chelsea.Colwyn@cskt.org), or Dan Decker, Managing Attorney @ 406.675.2700, ext. 1099.