



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Research Associate I

(ORSP – U54 Community Outreach Core)

JOB # RC-20-14

Application Deadline: Midnight, January 15, 2020

Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

Salary

Grade J, Step 1, \$14.94 – Step 10, \$20.51 per hour

Temporary, Part-Time Employee, up to 15 hours per week

Benefits: Social Security

The positions begin on **February 01, 2020** and ends on **August 31, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #7

Minimum Qualifications:

- Bachelor's degree;
- One (1) year work experience relevant to the position OR combination of college credits, technical training and/or substantial professional level work experience

Minimum Knowledge, Abilities and Skills:

- Knowledge of community based participatory principles and research methods
- Knowledge of Microsoft Word, Excel and PowerPoint
- Ability to work and interact with community partners of multi-ethnic backgrounds in different settings in the field

- Ability to plan and coordinate procedural steps needed in conducting research on cancer
- Ability to work flexible hours including weekends and evenings as needed
- Skills in data collection and entry, conducting quantitative and qualitative analyses, and tracking usage statistics on social media
- Skills in video and audio recording and transcribing recorded data
- Good verbal and written skills

Character of Duties:

- Works closely with the Community Health Educator and Research Investigator's on day-to-day scheduling, tracking, logistics and project implementation of community outreach
- Uploads content and tracks usage statistics on the Community Outreach core website
- Assists with the creation, testing and evaluation of community and physician education materials
- Collects data and performs data entry duties
- Assists in setting up focus groups and may facilitate discussion as appropriate
- Records (audio and video) focus group proceedings, transcribes recordings and may facilitate focus groups as appropriate
- Performs other duties assigned

Clearances

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.