



# 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 (PIPCHÉ)**

**JOB # RC-21-22**

**Application Deadline: 11:59 p.m. on January 12, 2021 (Chamorro Standard Time/UTC+10)**

**Application Process:**

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume (must include contact information for three references) and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu). 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 per hour

Temporary, Part-Time, up to 20 hours per week.

**Benefits:**

Part-Time: Social Security

**The position will begin on January 18, 2021 and ends on August 31, 2021 based on availability of funds with possibility of extension should additional funds become available.**

**Location:**

ORSP, PIPCHÉ Cancer Grant, University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- Bachelor's degree in relevant field;

- One (1) year experience relevant to the position **OR** combination of college credits, technical training, and/or substantial professional level work experience;
- Experience working with youths in a public school setting;
- Possession of valid Guam Driver's License;

**Minimum Knowledge, Abilities, and Skills:**

- Knowledge of community-based participatory principles and research methods;
- Knowledge of tobacco and betel nut cessation;
- Ability to work and interact with community partners of multi-ethnic backgrounds in different settings in the field;
- Ability to facilitate remote learning;
- Ability to follow demonstrated procedures;
- Proficient with social media;
- Basic computer skills;
- Attention to detail;
- Able to work independently;
- Ability to work flexible hours including weekends and evenings as needed;

**Character of Duties:**

- Work closely with the Project Manager and other research team members on day-to-day scheduling, tracking, logistics, and study activities;
- Participate in trainings and meetings;
- Work closely with GDOE administrators and teachers to recruit participants;
- Assist with intervention facilitation;
- Data entry;
- Conduct focus groups, in-depth interviews, and surveys;
- Record audio group proceedings and transcribe recordings;
- Assist with the creation of study-related educational materials;
- Prepare IRB applications;
- Assist Project Manager with other duties as assigned;

**Police and Court Clearance:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances

**Selected candidate** must provide official transcripts prior to hire date.

**Work Eligibility:**

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability

for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records).

- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of the University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ ADA Coordinator, located at the EEO/ ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).