



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

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 FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Research Associate I (ORSP – PIPCHE Grant)

(JOB # RC-21-48)

Application Deadline:

11:59 p.m. on May 17, 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 and transcripts to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade J, Step 1, \$14.94

Temporary, Full-Time, 40 hours per week.

Benefits:

Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

The position will begin on **June 01, 2021** and end on **August 31, 2021**, based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP, PIPCHE, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Biology or related field from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year 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 population health research principles and methods;
- Knowledge of Microsoft Word, Excel, 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;
- Good written and verbal skills;

Preferred Qualifications:

- Experience with Stata (or other statistical analysis program) and statistical analysis;
- Knowledge of cancer epidemiology and pathophysiology;
- Experience with clinical research and/or patient recruitment;

Character of Duties:

- Work closely with Principal Investigator (PI) and co-PI and other research team members on day-to-day activities;
- Participate in meetings and mandatory trainings;
- Recruit study participants;
- Conduct participant interviews and collect anthropometry and biospecimens;
- Coordinate with laboratory on processing and shipment of samples;
- Perform data entry;
- Manage database on patient recruitment and enrolled participant;
- Assist with outreach planning and implementation;
- Compile data and conduct statistical analysis;
- Track and report study progress regularly to the Principal Investigator;
- Perform other assigned duties;

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).