



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

Position Title

Program Manager (School of Health - GWEP)

(JOB # RC-21-58)

Application Deadline:

11:59 p.m. on June 21, 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 N, Step 1, \$21.64 per hour
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 **July 01, 2021** and end on **June 30, 2022**, based on availability of funds with possibility of extension should additional funds become available.

Location:

School of Health, GWEP, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Master's degree in an area related to Health Administration from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of experience in managing or supervising employees in a healthcare environment or related field;
- Must have a valid driver's license;

Minimum Knowledge, Skills, and Abilities:

- Ability to work flexible hours;

Preferred Qualifications:

- Prior experience in managing staff and overseeing health/medical projects to fully execute according to deadlines;
- Preference will be given to those with experience in conducting federal grant report submissions and data collection and/or analysis;

Character of Duties:

- Responsible for day to day GWEP activities;
- Oversee grant work plan, GWEP Advisory Committee meetings, and work with the Project Director (PD) on timely submissions to the Institutional Review Board for annual approvals/changes;
- Supervise GWEP staff;
- Work directly with School of Health Project Coordinator III on the grant budget;
- Provide oversight of procurement, inventory and GWEP program activities;
- Initiate service contracts and MOUs for various partnerships, and ensure compliance with grant requirements;
- Assist the Project Director with report submissions and data collection;
- Ensure GWEP staff submission of time and effort documentation;
- Plan and implement GWEP outreach activities;
- Collaborate with the PD on the GWEP evaluation plan implementation;
- Provide oversight of GWEP webpage, social media, and news releases;
- Other duties assigned as delegated by the GWEP Project Director;

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).