



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

November 01, 2021

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 – PIPCHE Cancer Grant)

(JOB # RC-22-02)

Application Deadline:

11:59 p.m. on November 9, 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 per hour

Temporary, Part-Time, up to 19 hours per week

Benefits:

Part-Time: Social Security

The position will begin on **November 22, 2021** and ends on **August 31, 2022** based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP, Dean's Circle House #7, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in relevant 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;

Preferred Qualifications

- Knowledge of cancer and cancer disparities;
- Skills in data collection and entry and conducting qualitative analyses;
- Experience with qualitative research and participant recruitment;

Minimum Knowledge, Skills, And Abilities:

- Knowledge of Microsoft Word, Excel, and PowerPoint;
- Skills in video recording, audio recording, and transcribing recorded data;
- 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 in cancer;
- Ability to work flexible hours including weekends and evenings as needed;
- Good written and verbal skills;

Character of duties

- Work closely with Principal Investigator (PI) and Co-Principal Investigator (Co-PI) and other research team members on day-to-day activities;
- Participate in meetings and mandatory trainings;
- Recruit study participants;
- Manage database on participant recruitment and enrolled participants;
- Assist with outreach planning and implementation;
- Coordinate, organize, and schedule participant interviews and focus groups;
- Assist in participant interviews and focus groups with digital recording, note-taking, set up, and may facilitate discussion as appropriate;
- Transcribe data, enter into qualitative software database, and conduct qualitative analysis;
- Assists with the creation, testing and evaluation of screening education intervention;
- Track and report study progress regularly to the Principal Investigator and Co-PI;
- Perform other assigned duties;

Required Documents:

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, etc.), an original or certified copy of the document(s) must accompany the application. Failure to provide proof may result in your disqualification. A selected candidate must provide official transcripts prior to hire date.

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

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

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.

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).