



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 18, 2022

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

**Extension Assistant I
(Health Disparities Survey Field Interviewer – Full-Time)**

(JOB # RC-22-20)

Application Deadline: Position Open Until Filled.

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 E, Step 1, \$10.14 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%.

Position Description:

The Extension Assistant I (Health Survey Field Interviewer) works to administer the health disparities survey in the field. Applicants should have exceptional interpersonal skills and be prepared to work with people from diverse backgrounds. The Extension Assistant I (Health Survey Field Interviewer) conducts surveys and collects data, using interviews and

questionnaires. Additionally, they collaborate with researchers in the planning, implementation, and evaluation of surveys.

The Department of Public Health and Social Services is looking for candidates who are friendly and personable for Health Survey Field Interviewer positions. We are conducting a vital health disparity- focused survey aimed at collecting data that helps identify at-risk populations and problems related to the COVID-19 pandemic that affect them.

Minimum Qualifications:

- High school diploma;
- One (1) year of work experience **OR** combination of college credits, technical training, and/or substantial professional level work experience;
- Compliance with federal and state Health Insurance Portability and Accountability Act (HIPAA) privacy laws;
- Must possess a valid driver's license;

Minimum Knowledge, Skills, and Abilities:

- Fluency in spoken and written English;
- Fluency in either spoken Chamorro, Filipino, Chuukese, Pohnpeian or Yapese;
- Strong communication skills, both written and oral;
- Ability to display high energy level, positive attitude and enthusiasm for the program while remaining neutral and unbiased during the interview;
- Ability to work in a dynamic environment;
- Interpersonal skills including courtesy, professionalism, and a cooperative attitude;
- Ability to be flexible in a work schedule;

Preferred Qualifications:

- Current student at the University of Guam or Guam Community College with fifteen (15) or more college credits completed;

Character of Duties:

- Work with Health Survey Project Coordinators to administer the Health Disparities Survey;
- Deliver questions in-person and accurately record responses;
- Travel to various villages to administer survey to previously identified at-risk groups;
- Other duties 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).