



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 03, 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

Grant Assistant III (ORSP – Guam Cancer Registry)

(JOB # RC-22-23)

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 I, Step 1, \$13.75 – Step 10, \$18.87 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%.

Location:

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

Minimum Qualifications:

- High school diploma or successful completion of General Education Development (GED) Test;
- Two (2) years of experience as Grant Assistant I **OR** One (1) year of experience as Grant Assistant II **OR** Three (3) years of staff work involving grants, personnel, budget, and other management operations work experience **OR** Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;
- At least six (6) months experience working with medical and/or health records, or medical coding, or demonstrated knowledge, skills, and ability to effectively assume the essential and primary roles and responsibilities of the position;
- Experience in using common computer office applications (e.g., word processing, spreadsheets);
- Must have a valid driver's license;

Preferred Qualifications:

- Completion of two (2) semester courses in public or business management/administration from a recognized college/university;
- At least two (2) months experience working in a central or hospital cancer registry;
- Familiarity with locations of public health clinics, oncology clinics, and government agencies in Guam;
- Basic knowledge of medical terminology, human anatomy, and medical oncology disease processes;
- Familiarity with International Classification of Disease coding (e.g., ICD-O, ICD-9 and/or ICD-10);
- Experience with cancer case abstracting software such as Abstract Plus and/ or CanReg4 database software programs;
- Access to an insured vehicle for purposes of active case collection in community clinics/agencies;

Minimum Knowledge, Skills, and Abilities:

- Ability to work effectively with the public, fellow employees, and persons of diverse backgrounds;
- Ability to learn and apply new skills, organize work activities, and adapt to a flexible work environment;

Character of Duties:

The Grant Assistant III will be expected to carry out administrative work which requires little supervision. The Grant Assistant III duties include, but are not limited to, preparing requisitions, receiving reports, memorandums, financial summaries, inventories, spreadsheet analysis, direct payments and travel authorizations. They may be preparing personnel actions, contract renewals, project reports, and other detailed accordance in accordance with stated grant objectives. The Grant Assistant III duties will comprise about 50% of work duties. The other portion of work duties will involve work with the Guam Cancer Registry database and cancer service providers. They will be performing outreach, case collection, and ascertainment at various

UOG Station, Mangilao, Guam 96923

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facilities around the island. As well as supervised case audits, database maintenance, and patient follow-up according to national Surveillance Epidemiology and End Results (SEER) program standards and guidelines, and under the supervision of a Certified Tumor Registrar (CTR). The Grant Assistant III must be able to sit for extended period of time inputting data into a computer, with the ability to lift up to 25 lbs. (such as office equipment, medical files, and manuals). The Grant Assistant III will attend periodic trainings in cancer registry data collection and operations. The Grant Assistant III will perform 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

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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).