



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

September 06, 2022

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Project Associate (ORSP – PIPCHE Cancer Grant)

(JOB # RC-22-68)

Application Deadline: 11:59 p.m. on September 13, 2022 (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/employment-application> and can be submitted digitally along with supporting documents.

Salary

Grade M, Step 1, \$19.60 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:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;

- Two (2) years of experience relevant to the position OR technical training, and/or substantial professional level work experience;
- Must possess a valid Guam driver's license;

Preferred Qualifications:

- Certified Associate in Project Management (CAPM);
- Project Management Professional (PMP);

Minimum Knowledge, Abilities, and Skills:

- Must have leadership ability and skill at training/educating, public speaking, and dealing effectively with schools and other government agencies;
- Knowledge and experience with successfully managing and leading a scientific research project;
- Experience in working and interacting with middle-school students, the Guam public school system, teachers, and community partners of multi-ethnic backgrounds in different settings in the field;
- Ability to establish and maintain good working relationships;
- Intermediate computer skills, particularly, with statistical programs (e.g., SPSS, Excel);
- Ability to follow demonstrated procedures and establish such procedures;
- Knowledge of tobacco and betel nut cessation and health campaigns and interventions;
- Experience with managing a social media page;
- Ability to attend to details, particularly in handling of research project's assessment protocols;
- Ability to assume daily operational responsibilities;
- Ability to work flexible hours including weekends and evenings as needed;

Character of Duties:

- Oversee the day-to-day management of the project and serves as the main point-ofcontact for the project;
- Responsible for 1) screening, recruiting, tracking and retaining participants; 2) obtaining informed consents; 3) collecting data (i.e., administering tests and questionnaires following research protocol); and 4) data management;
- Communicate with GDOE officials, locates on-campus venues for data collection, and coordinates data collection sessions;
- Work closely with GDOE middle school administrators, teachers, and staff to successfully coordinate the study, train teachers, and recruit participants;
- Supervise research assistants and train them on recruitment, data collection, and intervention administration;
- Input, review, and approve HR Portal transactions, including eTimesheets on behalf of or in the absence of the PI with the PI's concurrence;
- Organize bi-weekly project meetings and prepares reports for investigators on recruitment status;
- Lead trainings and meetings for teachers;
- Assist with leading intervention facilitation;

UOG Station, Mangilao, Guam 96923

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

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- Assist with developing school curriculum;
- Oversee data entry;
- Assist with leading the creation of study-related educational materials;
- Assist with the preparation and submission of Institutional Review Board (IRB) applications, annual progress reports, manuscripts, and grant proposals;
- Duties shall be performed with independent judgment, initiative, and motivation, with minimal day- to-day supervision;
- 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.

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).
- The selected candidate must provide proof of education credential claimed (High School diploma, College Transcript) on the application.
- 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.
- Applicants accepting employment or volunteer work with educational institutions and/or agencies requiring a health clearance must take and pass a pre-entry and annual Tuberculosis Test as a condition of employment.
- 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

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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).

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