



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 12, 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

Research Associate I (ORSP – PIPCHE)

(JOB # RC-22-71)

Application Deadline: 11:59 p.m. on September 19, 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 J, Step 1, \$14.94 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, PIPCHE, 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 of experience relevant to the position **OR** combination of college credits, technical training, and/or substantial professional level work experience;

Minimum Knowledge, Abilities, and Skills:

- Knowledge of community based participatory principles and research methods;
- Knowledge of Microsoft Word, Excel, and PowerPoint, Canva and/or Adobe Photoshop;
- 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 on cancer;
- Ability to work flexible hours including weekends and evenings as needed;
- Skilled in data collection and entry, conducting quantitative and qualitative analyses and tracking usage statistics on social media;
- Skilled in video and audio recording and transcribing recorded data;
- Good verbal and written skills;

Character of Duties:

- The Research Associate I will work closely with the Community Health Educator and Research Investigators on day-to-day scheduling, tracking, logistics and project implementation of community outreach;
- Assists with content development, uploads content and tracks usage statistics on the Community Outreach core website, Facebook page, and Instagram;
- Assists with the creation, testing and evaluation of community and physician education materials;
- Collects data and performs data entry duties;
- Assists in setting up focus groups and may facilitate discussion as appropriate;
- Records (audio and video) focus group proceedings, transcribes recordings and may facilitate focus groups as appropriate;
- Prepares agenda and minutes of COC meetings, and drafts monthly reports;
- Assists with literature reviews for abstracts and manuscripts;
- Conducts outreach at health fairs, outreach events, and presentations;
- Performs 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 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).