



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

March 17, 2023

**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 II (ORSP – PIPCHE Cancer Grant)**

**(JOB # RC-23-37)**

**Application Deadline:** 11:59 p.m. on March 24, 2023 (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](mailto: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** combination of college credits, technical training, and/or substantial professional level work experience;
- Must possess a valid Guam driver's license;

**Minimum Knowledge, Skills, and Abilities:**

- Excellent interpersonal and communication skills (oral and written);
- Experience with managing and tracking usage statistics on social media such as Facebook and Instagram;
- Have leadership skills and ability to train/educate, perform public speaking, and effectively deal with government, non-profit, and private entities;
- Proficient in Microsoft Word, Excel, and PowerPoint, Canva and/or Adobe Photoshop;
- Knowledge and experience with successfully managing and organizing a community outreach project;
- Knowledge of basic quantitative and qualitative research methods;
- Skilled in data collection and entry, conducting quantitative and qualitative analyses;
- Skilled in manuscript layout, writing literature reviews, and other scientific writing.
- Skilled in video and audio recording and transcribing recorded data;
- Skilled in use of computer programs to create project materials;
- Ability to attend to details, particularly in managing outreach projects, presentations, minutes, and protocols;
- 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;
- Ability to assume daily operational responsibilities;
- Ability to work flexible hours including weekends and evenings as needed;

**Character of Duties:**

The responsibilities and primary functions of the position include, but are not limited to:

- Work closely with the Community Health Educator and research investigators on day-to-day scheduling, tracking, logistics and project implementation of community outreach;
- Maintain contact with PIPCHE projects to assess their need for Community Outreach Core (COC) support;
- Coordinate with COC partners like Department of Public Health and Social Services, American Cancer Society, Guam Comprehensive Cancer Control Coalition, and other community organizations to meet project aims;
- Coordinate the quarterly Outreach Advisory Council meetings;
- Conduct on and off-campus outreach at health fairs, community events, and make presentations;
- Assist with the creation, testing and evaluation of community and health education materials;
- Coordinate community needs assessment and community project evaluations;

UOG Station, Mangilao, Guam 96923

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

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- Responsible for: 1.) screening, recruiting, tracking and retaining COC project participants; 2.) obtaining informed consents; 3.) collecting data (i.e., administering tests and questionnaires following research protocol); and 4.) data management;
- Assist in setting up and facilitating focus groups as appropriate;
- Record (audio and video) and transcribe focus group proceedings;
- Assist in manuscript writing and preparation, including literature reviews for abstracts and manuscripts;
- Assist in the preparation and implementation of technical reports;
- Assist with content development on social media, uploads content and tracks usage statistics on the COC website, Facebook page, and Instagram;
- Organize and prepare agenda and minutes for biweekly COC meetings, and draft monthly reports;
- 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).
- 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

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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).

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