



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

May 12, 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

Project Associate (ORSP – PIPCHE)

(JOB # RC-23-46)

Application Deadline: 11:59 p.m. on May 19, 2023 (Chamorro Standard Time / UTC +10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal at <https://uog.peopleadmin.com/> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

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, PIPCHE, Dean's Circle House #7, University of 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;

Minimum Knowledge, Skills, and Abilities:

- Have leadership ability and skill at training/educating, public speaking, and dealing effectively with schools and other government agencies;
- Have intermediate computer skills, particularly, with statistical programs (e.g., SPSS, Excel);
- Knowledgeable of tobacco and betel nut cessation and health campaigns and interventions;
- Knowledgeable 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;
- Experience with managing a social media page;
- Ability to establish and maintain good working relationships;
- Ability to follow demonstrated procedures and establish such procedures;
- 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-of contact for the project;
- Be 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 the Guam Department of Education (GDOE) officials, locates on-campus venues for data collection, and coordinates data collection sessions;
- Work closely with Guam Department of Education (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 on and off campus;
- Assist with leading intervention facilitation;
- Assist with developing school curriculum;

UOG Station, Mangilao, Guam 96923

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

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- 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).
- 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,

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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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