



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Research Associate I
(Adolescent Betel Use)**

JOB # RC-17-29

Application Deadline: Midnight, August 21, 2017

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead.

Salary

Grade J, Step 1, \$14.94 per hour
Temporary, part-time up to 20 hours per week
Benefits: Social Security

The position begins on **September 1, 2017** and ends on **April 30, 2018** based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP Guam Cancer Research Center, Dean's Circle

MINIMUM QUALIFICATIONS:

- Bachelor's degree in relevant field with one year of experience relevant to the position OR combination of college credits, technical training, and/or substantial professional level work experience.
- Possession of valid Guam Driver's License

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of community based participatory principles and research methods
- Ability to work and interact with community partners of multi-ethnic backgrounds in different settings in the field
- Basic Computer Skills
- Ability to follow demonstrated procedures
- Ability to work flexible hours including weekends and evenings as needed.
- Knowledge of tobacco and betel nut cessation

CHARACTER OF DUTIES:

- Work closely with the Principal Investigator and other research team members on day-to-day scheduling, tracking, logistics and study intervention activities
- Participate in trainings and meetings
- Work closely with middle school administrators and teachers to recruit participants
- Assist with intervention facilitation
- Data entry
- Conduct surveys and in-depth interviews
- Records audio group proceedings and transcribes recordings
- Assist with the creation of study-related educational materials
- Assist Project Coordinator with other duties as assigned

CLEARANCES

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.