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 University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

February 16, 2015

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):

<table>
<thead>
<tr>
<th>Position Title</th>
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<tr>
<td>EXTENSION ASSOCIATE I</td>
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**Announcement No. 075-15**

<table>
<thead>
<tr>
<th>Hourly Range:</th>
<th>Opening Date:</th>
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<tbody>
<tr>
<td>$9.33 - $14.11 per hour</td>
<td>February 16, 2015</td>
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<th>Closing Date:</th>
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<td>Continuous Until Filled</td>
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<tr>
<th>Location:</th>
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<tr>
<td>Academic and Student Affairs/Guam Cancer Registry</td>
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</table>

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree from a U.S. regionally accredited institution or foreign equivalent.
- Six (6) months of experience working with medical records, health records, health informatics, records analysis, medical coding or similar allied health capacity; or demonstrated knowledge, skills and abilities to effectively assume the essential and primary roles and responsibilities of the position.
- Must have a valid driver’s license.

DESIABLE QUALIFICATIONS:

Familiarity with International Classification of Disease coding; work experience in a central or hospital cancer registry; experience with Abstract Plus and/or CanReg4 database software programs. Experience in a clinical or research setting with knowledge of and experience with oncology disease processes and specific medical coding system.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of computer hardware/software for office functions and operations. Knowledge of medical terminology, human anatomy, and medical oncology. Ability to learn and apply new skills, prioritize and organize work activities, and adapt to a flexible work environment. Ability to work effectively with the public and other employees.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Program Manager, the Extension Associate I must be a self-directed, analytical, detail-oriented individual. He/she will be expected to carry out administrative work and/or office work which requires little supervision, or may carry out more detailed and involved work under the direction of the Program Manager. The Extension Associate I duties include but are not limited to preparing requisitions, receiving reports, memorandums, financial summaries, inventories, spreadsheet analysis, direct payments, travel authorizations, prepare bi-weekly timesheets, personnel actions, contract renewals, preparation of project reports, and other detailed activities in accordance with stated grant objectives. Administrative duties will comprise about 50% of work duties. The other portion of work duties will involve case collection for the cancer registry. Person must be team-oriented. Must be able to sit for extended periods of time working with computer station. Must be able to lift 25 lbs., carrying computers and other office supplies and equipment. The Extension Associate I will assist in the collection of cancer data island-wide and will perform case-finding, case audits, database maintenance, and patient follow-up according to contracting Surveillance Epidemiology and End Result (SEER) standards and guidelines, and under the supervision of a Certified Tumor Registrar (CTR).

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes 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 (e.g., 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.

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.
EXTENSION ASSOCIATE I # 075-15

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 University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:
Pursuant to Public Law No. 28-24 and Executive Order 2003-34, 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.

HOW TO APPLY:
Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: http://www.uog.edu/hr (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office at 735-2350.

UNIVERSITY INFORMATION:
Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hr (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:
The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, located at the EEO/ADA and Title IX Office, Domi II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

LARRY G. GAMBOA, SPHR
Chief Human Resources Officer