



# 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 FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Research Associate I  
(Data Collection Specialist – U54)**

**JOB # RC-19-14**

**Application Deadline: Midnight, April 04, 2019**

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. 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 – Step 5 \$17.34 per hour

Temporary, Full-Time, 40 hours per week.

Benefits: 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%.

The position begins on **May 01, 2019** and ends on **August 31, 2019** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

Dean Circle, House #07 (U54 Office)

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in relevant field;
- Experience working with medical and/or health records, data collection, data analysis, medical coding or similar allied health capacity; or demonstrated knowledge, skills and abilities to effectively assume the essential and primary goals and responsibilities of the position.
- Experience in using common office applications (e.g. word processing, spreadsheets and/or database)

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

- Ability to work effectively with the public, other employees, and persons from diverse backgrounds.
- Ability to learn and apply new skills, prioritize and organize work activities, and adapt to a flexible work environment.
- Ability to work with minimal supervision

**CHARACTER OF DUTIES:**

- The Research Associate I/Data Collection Specialist reports to the Guam Cancer Registry Director/U54 Shared Resources Program Leader
- Assist in the collection of cancer data island-wide.
- Conduct regular visits to medical and other service provider facilities in Guam to review records; collect demographic, diagnostic, treatment and vital status information for cancer/cases; and systematically abstract cancer case information according to the nationally mandated cancer registry standards and guidelines.

**CLEARANCES**

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