



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

January 11, 2022

**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**

**Health Disparities Survey Project Coordinator (Program Coordinator) (JOB # RC-22-19)**

**Application Deadline:**

**11:59 p.m. on January 31, 2022 (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/employmentapplication> and can be submitted digitally along with supporting documents.

**Salary**

Grade L, Step 1, \$17.84 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%.

**The position will begin on February 01, 2022, and end on August 31, 2022, based on availability of funds with possibility of extension should additional funds become available.**

### **Minimum Qualifications:**

- Bachelor's degree in Health Sciences, Social Work, Sociology or Psychology from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience in health-related field survey planning, coordination, and implementation;
- Fluency in spoken and written English;
- Must possess a valid driver's license;

### **Preferred Qualifications:**

- Fluency in either Chamorro, Filipino, Chuukese, Pohnpeian or Yapese;
- Project management experience;
- Excellent verbal and written communication skills;
- Strong organizational and program management skills, including the ability to balance multiple tasks simultaneously and set strategic priorities;
- Ability to work both independently and in teams;
- Proficiency in Microsoft Office Applications (Word, PowerPoint, Excel, Outlook);

### **Character of Duties:**

- Coordinate all field survey operations including distribution and coordination with Mayor's offices for mapping of households and other agencies/key stakeholders to identify vulnerable and at-risk populations (e.g., homeless/houseless/squatters, households in poverty, ethnic and other populations at-risk);
- Organize and supervise all day-to-day operations for a team of health field survey interviewers and providing direct technical assistance (e.g., questionnaire adaptation, field staff training, fieldwork and field survey monitoring);
- Ensure the team's compliance with federal and state Health Insurance Portability and Accountability Act (HIPAA) privacy laws, along with assuring that the Department of Public Health and Social Services (DPHSS) protocols are followed to ensure data quality and timeliness;
- Preparing or adapting training materials and working with implementing agencies to train health field survey interviewers in questionnaire content and interviewing techniques;
- Coordinate and oversee household survey data collection and follow-up;
- Communicating throughout all stages of the survey process/activities with Territorial Epidemiologist and DPHSS and RCUOG staff;
- Travel between Guam DPHSS and various villages on Guam as needed;
- Assist with report writing, and dissemination of the survey findings;
- Provide administrative support to UOG faculty Dr. Mendez and Dr. Badowski related to this project;
- 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

UOG Station, Mangilao, Guam 96923

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

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances

**Selected candidate** must provide official transcripts prior to hire date.

**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, 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).