



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

April 10, 2024

**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**

**Program Manager (MPHU School of Health – CHAMPS National) (JOB # RC-24-51)**

**Application Deadline:** 11:59 p.m. on April 26, 2024 (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](mailto:rcuoghr@triton.uog.edu)

**Salary**

Grade N, Step 1, \$26.40 per hour

Temporary, Part-Time, may work up to 16 hours per week

**Benefits:**

Part-Time: Social Security

**Minimum Qualifications:**

- Master's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of relevant work experience;

### **Minimum Knowledge, Skills, and Abilities:**

- Knowledge or experience working with community organizations, healthcare agencies, and healthcare professionals;
- Knowledge or experience in breastfeeding or early childhood development education, advocacy, and promotion;
- Knowledge or experience with administrative tools and platforms such as Microsoft office, Adobe Acrobat, Dropbox, and Zoom;

### **Character of Duties:**

- Work closely with the Principal Investigator (PI), the Research Assistant, and the CHAMPS National team to recruit hospitals/healthcare agencies across the American Pacific Island Territories to participate in the Centers for Disease Control (CDC) Collaborative Agreement to reduce breastfeeding disparities and improve maternal and child health;
- Engage with hospitals and community groups in the U.S.-Affiliated Pacific Islands (USAPI) to guide the technical support and coaching efforts from the CHAMPS National team;
- Coordinate program training offerings, both regionally, and as part of the national effort centered around culturally humble curriculum development of maternity care practices that improve breastfeeding success and reduce health disparities;
- Support design and guide development of culturally specific engagement materials for use in training, networking, quality improvement, facilitation and administrative efforts;
- Assist the PI to host and facilitate an Indigenous Breastfeeding Counselor Course taught in Guam;
- Ensure the submission of project reports and invoices in coordination with the project's grant offices;
- 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.

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.

- 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).