ANNOUNCEMENT

February 3, 2015

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME FEDERALLY FUNDED POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 063-15

Position Title
RESEARCH ASSOCIATE I

Hourly Range: $9.33 - $14.11 Per Hour
Opening Date: February 3, 2015
Closing Date: Continuous Until Filled

Location:
Office of the Graduate Studies Research and Sponsored Programs

MINIMUM QUALIFICATIONS:

• Bachelor’s degree; a combination of college education, technical training, and/or substantial professional level work experience may be considered under this position.
• Valid Guam driver’s license.

KNOWLEDGE, ABILITIES AND/OR SKILLS:
Demonstrated ability to work well with the public and communicate effectively with University-based and off-campus constituencies; ability to develop and implement processing activities, including computer processing, use of spreadsheets for analysis and periodic reports.

CHARACTER OF DUTIES:
Under the supervision of the Assistant Vice President of Graduate Studies, Research and Sponsored Programs (GSRP), the Research Associate I will carry out field/laboratory research or may carry out more detailed and involved work that may require analysis of budgets and expenditures, data collection and compilation, report writing, and/or reporting of research activities to grantors. Also may provide administrative support for federally funded programs at GSRP to include but not limited to file archiving, recording of official meeting minutes and strategic planning sessions and database development/maintenances, liaising with UOG business office, and coordinating with stakeholders as it pertains to grant goals/objectives.

EDUCATION:
Applicants claiming degrees or credit hours are required to have an original or 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.

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 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.

**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](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](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, Dorm II, Iya Hani Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

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LARRY G. GAMBOA, SPHR
Chief Human Resources Officer