



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of 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 Research Corporation of 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

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING TEMPORARY APPOINTMENT, 100% FEDERALLY FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Grant Budget Specialist I
(RCUOG)**

JOB # RC-18-10

Application Deadline: Midnight, May 11, 2018

Send RCUOG application, scanned copy of valid Guam driver's license, scanned copy of high school diploma OR unofficial college transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog.

Hourly Rate:

Grade H, Step 1, \$12.75 per hour

Limited term, part-time up appointment up to 20 hours per week.

Benefits:

Social Security and Medicare

The position begins on **June 3, 2018** and ends on **June 2, 2019 based on availability of funds with the possibility of continuation should additional funds become available.**

Location:

RCUOG, School of Nursing and Health Science Bldg., University of Guam Campus

MINIMUM QUALIFICATIONS:

- High school diploma
- Two years of clerical work and/or general work involving mathematical calculations
- OR any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

- Must possess a valid Driver's License

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Strong verbal and written communication skills
- Competent in Microsoft Word, Excel, and PowerPoint
- Ability to follow demonstrated procedures

PREFERRED BUT NOT ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in Accounting, Business, or related field
- Experience in or familiarization with grants management

CHARACTER OF DUTIES:

- Answer telephone calls
- Manage calendars
- Arrange travel
- Coordinate meetings
- Prepare and process purchase orders and receiving reports
- Route documents for approval
- Maintain database
- Prepare and submit progress reports and financial data
- Other duties as assigned

CLEARANCES

- Upon selection, the applicant must submit official transcripts, PPD, police and court clearances to UOG HRO before the first day of work.