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):

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<th>Position Title</th>
<th>Extension Associate I</th>
<th>JOB # RC-19-11</th>
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<td>(Science Communicator)</td>
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**Application Deadline:** Monday, January 31, 2019
Complete online RCUOG application [https://www.uog.edu/rcuog/employment-application](https://www.uog.edu/rcuog/employment-application) and upload scanned copy of valid Guam driver’s license, scanned copy of high school diploma OR unofficial college transcripts to the online application form. Contact the RUCOG office at rcuoghr@triton.uog.edu or visit the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus.

**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 **upon selection** and ends **April 31, 2019** based on availability of funds with possibility of extension should additional funds become available.

**Location:**
Guam EPSCoR Office, UOG Dean Circle House #4
UOG Sea Grant Headquarters, UOG Dean Circle House #25

**MINIMUM QUALIFICATIONS:**
- Bachelor’s degree in communications or a scientific field with one year of work experience
• Provide 3 or more hardcopies or URL links to samples of communications work (e.g. writing samples, websites, social media accounts, videos, etc.)

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:
A candidate for this position will be able to demonstrate:
• Experience working in communications, journalism, and/or marketing
• Familiarity with scientific research methods and principles
• Familiarity with science communication strategies and techniques
• The ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, etc.),
• Strong research, writing, and problem-solving skills,
• An ability to work with diverse populations,
• An ability to work independently and take initiative in pursuing activities that further project goals,
• An ability to meet tight deadlines,
• An attention to detail and conscientious work ethic,
• A willingness to learn about a variety of topics and resourcefulness in acquiring information
• A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and nights.

PREFERRED QUALIFICATIONS:
Ideally, a candidate for this position will have:
• Proficiency in Adobe Creative Suite applications,
• Proficiency in photography, videography, graphic design, and web-development,
• More than one year of experience in communications, journalism, and/or marketing,
• Strong understanding of scientific research methods and principals.

CHARACTER OF DUTIES:
• Developing content and implementing strategies for publicizing research and outreach activities to scientific communities and the general public;
• Gathering, preparing, and disseminating written and graphic communications through a variety of print and electronic outlets, including email, press releases, social media, newsletters, brochures, impact reports, factsheets, video content, and other projects;
• Managing a variety of social media accounts and providing web support for project websites;
• Cultivate relationships with researchers, students, and extension associates in the UOG Sea Grant, Guam EPSCoR, NASA EPSCoR, Pacific Islands Climate Adaptation and Science Center (PI-CASC), and the Center for Island Sustainability (CIS) to promote, communicate, and report activities;
• Assist with developing content for extension (informal education) activities,
• Assist with reporting to funding agencies, including data collection and writing
• Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets and other duties as assigned
• Other duties as assigned

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