



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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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):

Position Title

Extension Associate II

(NSF INCLUDES Island Fellow)

JOB # RC-20-26

Application Deadline: Midnight, January 31, 2020

Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

Salary

Grade M, Step 1, \$19.60– Step 10, \$26.90 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 10, 2020** and ends on **February 09, 2021** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #25 (Sea Grant Office)

Minimum Qualifications :

- Master's degree in Environmental Science or a related scientific field;
- One (1) year of work experience

Preferred Qualifications :

- Experience in managing research projects and teams

- Excellent written and verbal communication skills
- Able to communicate complex and conceptual ideas to a range of groups
- Evidence of the ability to collaborate actively within the University of Guam and externally to complete research projects and advance thinking

Character of Duties:

- Work with the UOG Center for Island Sustainability to coordinate island-wide sustainability initiatives through the Guam Green Growth (G3) Initiative
- Develop planning documents, objectives, projects and proposals
- Coordinate and facilitate meetings, workshops, and conferences leading to the development and implementation of the G3 Action Framework
- Identify sources of funding and contribute to the process of securing funds
- Extend, transform and apply knowledge acquired from experiences
- Writing or contributing to publications or disseminating research findings
- Make presentations at conferences or exhibit work at other appropriate events
- Market and promote sustainability and G3 activities in traditional and social media
- Resolve problems of meeting G3 objectives and deadlines
- Contribute to knowledge generation, knowledge exchange and knowledge transfer activities
- Mentor colleagues and advise on professional development
- Plan, coordinate and implement G3 programs including: 1) Managing the use of resources and ensuring effective use is made of them; 2) Managing budget; 3) Planning and managing own assignments
- Other duties as assigned

Clearances

- 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

UOG Station, Mangilao, Guam 96923

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

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

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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

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