



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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Extension Associate I

JOB # RC-20-45

(Sea Grant - Guam Green Growth G3 Project Coordinator - Media)

Application Deadline: 11:59 p.m. on July 10, 2020 (Chamorro Standard Time/UTC+10)

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 #24, 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 J, Step 1 \$14.94 – Step 3 \$16.09 per hour
Part-Time Employee, up to 39 hours per week.

Benefits:

Part-Time: Social Security, Medical and Dental Insurance.

The position will begin on July 27, 2020 and ends on July 26, 2021 based on availability of funds with possibility of extension should additional funds become available.

Location:

UOG Dean's Circle, Sea Grant Office, House #25, University of Guam, Mangilao, Guam

Description:

The University of Guam is at the global forefront of leadership in island sustainability. UOG recently launched the Guam Green Growth (G3) Initiative to develop solutions to sustainability challenges and contribute to a green economy for the island region. Governor Lourdes Leon Guerrero signed Executive Order 2019-23, designating CIS as the coordinator of the G3 Working Group to bring academic, government, private sector,

and non-profit partners together to transition Guam toward a sustainable future. The G3 Initiative develops sustainability solutions and contributes to a green economy for the island. Guam, through G3, participates as a founding member of the Local2030 Islands Network to advance the 17 United Nations Sustainable Development Goals in locally and culturally effective ways.

The G3 Initiative at the University of Guam seeks a qualified individual to perform a series of project-related coordination tasks. Duties include providing marketing support to the G3 team at CIS and implementing the Guam Green Commitment Program. The Guam Green Commitment Program will engage businesses and organizations in advancing the U.N. Sustainable Development Goals. The Extension Associate I/G3 Project Coordinator should ensure successful coordination of effective, high-impact program activities.

Minimum Qualifications:

- Bachelor's degree in Marketing, Communications, or Business Administration;
- Must possess a valid Driver's License;

Minimum Knowledge, Abilities, and Skills:

- Demonstrated ability to work cooperatively with others and communicate effectively both orally and in writing;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Proficiency in MS Office Suite and Microsoft Teams;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;

Preferred Qualifications:

- Two (2) years of experience in marketing, communications, business administration;
- Ability to execute and manage projects;
- Knowledgeable about United Nations Sustainable Development Goals (UN SDGs);
- Knowledgeable about Corporate Social Responsibility;
- Experienced in running social media marketing campaigns, e-newsletters, and employing other marketing strategies;
- Ability to interact effectively with diverse groups including the general public, entrepreneurs and business owners, industry leaders, government officials, non-profit and environmental advocacy organizations, universities, and state and federal agencies;
- Ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Willingness to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;

Character of Duties:

- Implement Guam Green Commitment Program for local organizations to adopt and advance UN SDGs in locally and culturally effective ways;
- Develop and maintain relationships with the businesses, government agencies, and non-profits;
- Assist in managing the G3 Membership Program, G3 program development activities, and creating public-private partnerships to advance sustainability;
- Recruit organizations to make the Guam Green Commitment;
- Assist in setting up the Guam Green Commitment evaluation committee;
- Work with the evaluation committee to create evaluation criteria and an auditing process for organizations making the Guam Green Commitment;
- Assist in marketing and communicating G3 activities through various media (social media, videos, photos, e-newsletters, etc.);
- All 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.

Selected Candidate must provide official transcripts prior to hire date.

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.
- 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

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