



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 I (Sea Grant - Program Associate)

JOB # RC-20-47

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 6 \$17.99 per hour

Full-Time Employee, 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 **July 20, 2020** and ends on **July 19, 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 Sea Grant (UOGSG) seeks a qualified individual to perform a series of grant-related administration and coordination tasks. Duties of the Extension Associate I (Program Associate) include providing support to the management and employees of Sea Grant, assisting in daily office needs and overseeing the program's general grant and

administrative activities. The ideal candidate should possess excellent oral and written communication skills and be able to organize their work using tools such as Microsoft Office applications and relevant office equipment. The selected individual should ensure the efficient and smooth day to day operations of the office.

The position will be located in the Sea Grant Office at the University of Guam and will report to the Director and the Associate Director. Under their guidance, the incumbent will provide administrative support to ensure the program is efficiently progressing with grant expenditure requirements. Must coordinate with Office of Sponsored Research and Programs and RCUOG staff when submitting paperwork for signatures and for procurement processes.

Minimum Qualifications:

- Bachelor's degree in relevant field;
- College coursework in accounting or related field **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:

- Demonstrated experience as a grant assistant, office administrative assistant, or office manager;
- Knowledge of office management and procurement systems and procedures;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;

Preferred Qualifications:

- Two years of project coordination or management experience;
- Proficiency in grants management, budgeting, and project management;
- Experience in relationship and partnership management;

Character of Duties:

Incumbent will serve as the Extension Associate I (Program Associate) for the UOG Sea Grant Program and will conduct grant and administrative duties with guidance from the Director and Associate Director. This includes, but is not limited to:

- Handling grants and administrative requests and queries from Director and/or Associate Director for the Sea Grant Omnibus and other external grants and contracts, including the Guam Green Growth Initiative;
- Coordinate grant administration duties including budget balances and procurement;
- Oversee tasks of Office Assistant and complete grants administrative duties as a team;
- Provide executive assistance to Director and maintain calendar;

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- Manage and track tasks of project team members in coordination with Director and Associate Director;
- Maintain updated records of Sea Grant accounts, budget sheets, inventory of equipment and supplies;
- Develop and maintain appropriate filing systems;
- Organize grant teams and tasks with Microsoft Teams and other appropriate applications;
- Plan and coordinate meetings and events and take detailed minutes;
- Assist with program marketing and communications activities;
- Assist with extension, education, and community engagement activities;
- Book travel and meeting arrangements;
- Maintain calendars for conference table, outreach events and vehicle usage;
- Assist in the preparation of regularly scheduled reports;
- Update and maintain office policies and procedures;
- Maintain office and project supplies and order as needed;
- Maintain contact lists for Sea Grant partners;
- Assist in Sea Grant Advisory Board relations;
- Provide general support to office visitors;
- Maintain office upkeep and cleanliness;
- 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

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(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 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).