



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
(EPSCoR - Education & Workforce Development Coordinator)**

JOB # RC-20-50

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 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, CIS/Sea Grant Office, House #26, University of Guam, Mangilao, Guam

Description:

The University of Guam was recently awarded \$20 million to expand its research capabilities on coral reef survival in rapidly changing environmental conditions. The five-year grant is from the National Science Foundation's Established Program to Stimulate Competitive Research, more

commonly referred to as EPSCoR, and will considerably expand upon work undertaken during the previous five-year, \$6 million Guam EPSCoR grant project, the Guam Ecosystems Collaboratorium. The new grant, Guam EPSCoR GECCO Program, includes an Education and Workforce Development (EWD) component that will advance the following NICE areas: Natural Resources, Information Technology, Circular Economy, and Educational Outreach.

The new Guam EPSCoR GECCO Program at the University of Guam seeks a qualified individual to perform a series of grant-related administrative and coordination tasks. Duties of include providing support to the management and employees of Guam EPSCoR GECCO Education and Workforce Development (EWD) Division, assisting in daily office needs and overseeing the general grant and administrative activities related to NICE areas. The individual should ensure the efficient and smooth day- to-day operations of the EWD Division and successful coordination of grant activities.

The position will be located in the CIS/Sea Grant Office Dean Circle House #26 at the University of Guam and will report directly to the Co-PI/EWD Coordinator of the Guam EPSCoR GECCO Program. Under the Co-PI/EWD Coordinator's guidance, the individual will provide administrative support to ensure the program is efficiently progressing following grant expenditure requirements. The selected individual should ensure efficient and high-impact success EWD activities. 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;
- Must possess a valid Driver's License;

Preferred Qualifications:

- Three (3) years of clerical work involving budgeting and/or project coordination **OR** college coursework in accounting or related field or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills;
- Experience as a grant assistant and/or project coordinator;
- Ability to execute and manage projects;
- Demonstrated ability to work cooperatively with others and communicate effectively both orally and in writing;
- Strong organizational skills with the ability to multi-task;
- Attention to detail and problem-solving skills;
- Knowledge of office management and procurement systems and procedures;
- Proficiency in MS Office Suite and Microsoft Teams;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Knowledgeable or experienced in the EWD NICE areas;
- A willingness to learn about a variety of topics and resourcefulness in acquiring information;

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.

- 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;
- An ability to meet tight deadlines;
- Willingness to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;

Character of Duties:

- Assist in achieving the goals of the Guam EPSCoR GECCO Education and Workforce Development division (NICE- Natural Resources, Information Technology, Circular Economy, and Educational Outreach);
- Coordinating activities between students, faculty, project partners, and project evaluator;
- Assisting with grant administration duties including budget balances, expense reports, and procurement;
- Collect data and maintain accurate files on all project activities;
- Assist with the preparation, completion, and submission of grant reports to NSF;
- Assist in the preparation of impact reports and publications;
- Assist in responding to inquiries by Guam EPSCoR GECCO Investigators;
- Organizing and scheduling appointments with Microsoft Office applications;
- Planning meetings and taking detailed minutes;
- Working with GECCO team members to book travel and meeting arrangements for Pis, students, and project partners;
- Develop and maintain appropriate filing systems;
- Write and distribute email, correspondence memos, letters, faxes and forms;
- Update and maintain EWD policies and procedures;
- Maintain project supplies and order as needed;
- Maintain contact lists and students tracking for the project;
- Assist in updating and engaging advisory boards and project partners;
- 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 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).