



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

September 14, 2021

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 (Micronesia Challenge Project Coordinator) (JOB # RC-21-74)

Application Deadline: Position Open Until Filled.

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade M, Step 1, \$19.60 – Step 6, \$23.60 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%.

Location:

ORSP, Sea Grant and Center for Island Sustainability, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Biology, Environmental Science, Geography, or related field from a U.S. regionally accredited institution or foreign equivalent;

Preferred Qualifications:

- Two (2) years of experience in natural resource management, conservation, and sustainability;

Necessary Qualification:

- Must possess a valid driver's license;

Minimum Knowledge, Abilities and Skills:

- Knowledgeable about natural resources, environmental management, sustainability and climate change;
- Knowledgeable about coral reefs and marine resources, terrestrial resources and native forest, watersheds, and impacts of climate change;
- Experience in implementing community engagement strategies;
- Ability to develop relationships and manage partnerships;
- Ability to interact effectively with diverse groups including K-12 and college students, general public, local government and federal agencies, municipal offices, non-profit and environmental advocacy organizations;
- Ability to compile information and resources necessary to plan, coordinate, and execute activities that support Guam Green Growth (G3) Thriving Natural Resources (TNR) project goals;
- Ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Demonstrated ability to work cooperatively with others and communicate effectively both orally and in writing;
- Demonstrated knowledge of Micronesia's environments and people, with an emphasis on Guam;
- 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;
- Proficiency in online meeting software such as Zoom and Google Hangouts;
- Knowledgeable of office equipment, such as printer, scanner, and copier machines;
- Ability to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;

Character of Duties:

Incumbent will serve as the Extension Associate II for the UOG Sea Grant Program and Center for Island Sustainability (CIS) and will conduct a series of Guam Green Growth Initiative project-related tasks to support the G3 team at CIS and lead the efforts to build regional

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understanding of the Micronesia Challenge with guidance from the Director and Associate Director. This includes, but is not limited to:

- Implement G3 activities to advance United Nations Sustainable Development Goals 13) Climate Action 14) Life below waters and 15) Life on Land as defined in the Thriving Natural Resources Working Group;
- Assist with the development of a draft integrated strategy climate change resiliency to build resiliency against the impacts of climate change;
- Establish a carbon offset program with private businesses and companies that can benefit the goals of the Micronesia Challenge (MC);
- Develop outreach and educational material for Guam's MC Strategy and Climate Change impacts;
- Conduct survey to determine the communities understanding of climate change and its impacts;
- Assist with the collection of data that will support metrics for each of the goals listed in the G3 TNR working group and Guam MC 2030 strategy;
- Coordinate a central repository library of technical reports and grey literature that related to the management of Guam's conservation efforts related to MC goals and G3 -TNR;
- Assist with the coordination of with Guam's MC strategy and G3 TNR partners;
- Prepare quarterly reports to submit to CIS Director on progress of activities;
- All other duties as assigned by the POC of the Micronesia Challenge;

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.

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