



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

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 I (Website Specialist)

(JOB # RC-21-76)

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 J, Step 1, \$14.94 – Step 10, \$20.51 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, EPSCoR and PIPCHE Cancer Grant, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Communications, Web Design or Computer Graphics from a U.S. regionally accredited institution
- **OR**
- Associates degree in Web Design or Computer Graphics from a U.S. regionally accredited institution with three years of work experience relevant to the position;
- Provide three or more URL links to samples of website design project outputs;

Minimum Knowledge, Abilities, and Skills:

- Experience in web site design, implementation, monitoring and metrics, and maintenance;
- Ability to proficiently use website design and related software packages;
- Ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, Internet Browsers);
- Ability to work with diverse populations;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to meet tight deadlines;
- Attention to detail and a conscientious work ethic;
- Willingness to learn about a variety of topics and resourcefulness in acquiring information;

Preferred Qualifications:

- Proficiency in Adobe Creative Suite applications;
- Ability to write code in order to assist with online database access and related functions within the project's website;

Character of Duties:

- Design and implementation of website and applications for providing access to research databases and publicizing research and outreach activities to scientific and medical communities, and to the general public;
- Managing web support for project websites, including monitoring, maintenance, and collection and evaluation of website use metrics;
- Working with IT personnel in website activities;
- Cultivate relationships with researchers, students, and science communication extension associates of Guam NSF EPSCoR and U54 PIPCHE to promote and report activities;
- Other duties as assigned;

Note:

The selected candidate is or can be added to the list of authorized individuals on a Section 10(a)(1)(A) recovery permit from the USFWS to collect, manage, propagate, and outplant native federally listed species (particularly plants and invertebrates). If the selected candidate is not on a list of authorized individuals on a Section 10(a)(1)(A) recovery permit upon contract award, the

technician must submit a request to USFWS be added to a list of authorized individuals on a Section 10(a)(1)(A) recovery permit within two weeks after employment.

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