



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

December 26, 2023

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 (NSF Navigating Home)

(JOB # RC-24-25)

Application Deadline: Position Open Until Filled

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal at <https://uog.peopleadmin.com/> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade M, Step 1, \$23.91 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%.

Minimum Qualifications:

- Master's degree in Biological Services, Marine, Environmental, Sustainability, Engineering Sciences, and/or Policy from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience in Biological Services, Marine, Environmental, Sustainability, Engineering Sciences, and/or Policy;

Minimum Knowledge, Skills, and Abilities:

- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft (MS) Office (MS Word, MS Excel, and MS PowerPoint);
- Skilled in communicating complex and conceptual ideas to a diverse set of groups and stakeholders;
- Strong research, writing, attention to detail, and problem-solving skills;
- Strong knowledge and experience developing or implementing project activities;
- Strong outreach and community engagement abilities;
- Excellent organizational skills and the ability to manage conflicting priorities;
- Excellent time management skills and the ability to prioritize work;
- Ability to form and maintain formal and informal relationships across academia, government, non-profits, and the business sector;
- Ability to design, implement, and manage complex projects;
- Ability to work with diverse students, faculty, and diverse partners;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to meet tight deadlines;
- Ability to manage projects, reporting, and collecting and organizing performance measure data;
- Ability to communicate effectively;
- An attention to detail and conscientious work ethic;
- A willingness to learn about a variety of topics and resourcefulness in acquiring information;
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknights, as needed;
- Good verbal and written skills;
- High-performing team player;

Character of Duties:

The NSF Navigating Home is a grant funded by the National Science Foundation (NSF). The NSF Navigating Home operates in concert with the comprehensive national INCLUDES initiative to enhance U.S. leadership in discoveries and innovations by focusing on diversity, inclusion, and broadening participation in STEM. Navigating Home will support recent on- and off-island graduates who identify as Black, Hispanic, Pacific Islanders or other underrepresented groups in the geosciences and who originally hail from one of three U.S. territory Hubs (Guam, Puerto Rico, and the U.S. Virgin Islands) by placing them in new, marine, and environmental science job opportunities. Navigating Home is designed to contribute to the creation of an inclusive marine and environmental science research community that reflects the diversity of these islands. The goals of Navigating Home are to: (1) bring back, train, and retain islanders who have Bachelor's or Master's degrees in the marine and environmental sciences, and who are interested in being part of their home island's workforce; (2) strengthen partnerships between island-based universities and their local partners through joint decision-making and co-design; (3) provide transdisciplinary training related to public engagement with science and community engagement; and (4) transform geoscience culture through these innovative strategies and

UOG Station, Mangilao, Guam 96923

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partnerships, that will serve as model examples within and beyond the island communities in which they are based.

NSF Navigating Home Fellow should have a strong a connection to Guam, having spent most of their life going to school or working on the island. Fellowship is a 1-year program for recent graduates of graduate programs in biological sciences, marine, environmental, sustainability, engineering sciences and/or policy. Competitive candidates for this position are those who consider Guam their permanent residence and are seeking to enter the local workforce in aforementioned fields. Through the Fellowship, will have a unique opportunity to enhance their practical experience, as well as further develop their knowledge, skills, and abilities in their field of interest by conducting research and writing assignments alongside the NSF Navigating Home partnered agencies and organizations. The Fellow will be assigned tasks and projects related to the partner's mission and goals, under the supervision of host agency supervisor. Additionally, the Fellow will adhere to the responsibilities and goals of the NSF Navigating Home. The Navigating Home Fellow's duties will include, but will not be limited to:

- Fulfill NSF Navigating Home duties, such as attending national network and hub meetings and facilitating activities as requested;
- Contribute to knowledge generation, knowledge exchange and knowledge transfer activities;
- Apply scientific training to relevant roles within organization;
- Develop planning documents and research projects, focusing on sustainability and environmental challenges of island communities;
- Coordinate and facilitate meetings and workshops related to project tasks;
- Collaborate with decision-makers and community leaders to solve complex resource management issues;
- Collaborate with local policymakers, government agencies, scientists and individuals in the community to draft plans and policies, and perform analysis to support and inform policies and decision making;
- Provide a final report of accomplishments, work products, experiences, and challenges during the fellowship to be reported to the National Science Foundation;
- Extend, transform, and apply knowledge acquired from experiences;
- Contribute to publications and assist with dissemination of research findings;
- Deliver presentations at conferences or exhibit work at appropriate events;
- Independently and effectively coordinate projects in consultation with NSF Navigating Home Principal Investigator;
- Perform 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.

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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).