



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

September 12, 2024

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 (Education & Workforce Development)
(ORSP – EPSCoR)**

JOB # RC-24-96

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 J, Step 1, \$18.23 – Step 10, \$25.02 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 House #4, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work involving budgeting and/or project coordination **OR** a combination of college credits, technical training, and/or substantial professional level work experience;
- Must have a valid Driver's License;

Preferred Qualifications:

- Experience as a grant assistant and/or project coordinator;
- Knowledgeable or experienced in the Education & Workforce Development (EWD) areas;

Minimum Knowledge, Skills, and Abilities:

- 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 Microsoft (MS) Office Suite and Microsoft Teams;
- Knowledge of use of office equipment, such as printer, scanner, and copier machines;
- Ability to interact effectively with diverse community;
- Ability to work independently with minimal supervision and manage time effectively;
- Ability to meet tight deadlines;
- Willingness to learn about a variety of topics and resourcefulness in acquiring information;
- Willingness to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;

Character of Duties:

- Informal teaching and leading outreach activities, implementing projects, and data gathering;
- Assist in achieving the goals of the Guam Established Program to Stimulate Competitive Research (EPSCoR) Guam Ecosystems Collaboratorium for Corals and Oceans (GECCO) Education and Workforce Development division;
- Coordinating activities between students, faculty, project partners, and project evaluator;
- Assisting with grant administration duties;
- Collect data and maintain accurate files on all project activities;
- Assist with the preparation, completion, and submission of grant reports to National Science Foundation (NSF);
- Assist in responding to inquiries by Guam EPSCoR GECCO Investigators;
- Planning meetings and taking detailed minutes;
- Working with GECCO team members to book travel and meeting arrangements for Principal Investigator(s) (PI)s, students, and project partners;
- Develop and maintain appropriate filing systems;

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.

- Write and distribute email, correspondence memos, letters, faxes and forms;
- Maintain contact lists and students tracking for the project;
- Assist in updating and engaging advisory boards and project partners;
- Perform 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.

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).