



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

March 04, 2026

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

Project Associate

(JOB # RC-26-21)

(School of Engineering)

Application Deadline: 11:59 p.m. on March 11, 2026 (Chamorro Standard Time/UTC+10)

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 to Step 4, \$26.73 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 relevant field from a U.S. regionally accredited institution or foreign equivalent and three years of work experience relevant to the position;

OR

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent and five years of work experience **OR** a combination of bachelor's degree, work experience, and graduate level coursework;

Preferred Qualifications:

- Experience working with Pre-college students, educators, counselors, school communities;
- Experience organizing events, activities, workshops, or academic programs;
- Experience planning recruitment events, job fairs, employer visits, or community engagement programs;
- Experience in coordinating internship opportunities for engineering students;

Minimum Knowledge, Skills and Abilities:

- Knowledge of higher-education processes which consist of admissions, registrations and advisement;
- Strong written and verbal communication skills, with the ability to clearly convey information to prospective and current students and partners;
- Organizational skills for coordinating outreach activities, supporting events, maintaining program materials, and tracking student progress;
- Ability to work effectively and respectfully with diverse populations, including prospective and current engineering students, pre-college school communities, families, faculty, and external partners;
- Customer service skills, professionalism, and the ability to maintain confidentiality;

Character of Duties:

The Project Associate supports the School of Engineering by planning and implementing outreach and promotional activities for the Civil Engineering, Construction Management, and DOG-Colorado School of Mines 2+2 Mechanical Engineering programs. This includes coordinating classroom presentations, campus tours, workshops, information sessions, and community engagement events for pre-college schools, employers, and community partners, as well as developing outreach materials and maintaining communication calendars. The Project Associate manages program information by keeping degree maps, checklists, and advising resources up to date and assists with coordinating regular communication and joint activities with Colorado School of Mines to support the 2+2 pathway. The role provides pre-advisement and front-line support to prospective and current students by explaining program requirements, sharing key deadlines, preparing resources, and connecting students with advisors and faculty as needed. Additionally, the Project Associate assists with employer and industry engagement by supporting employer recruitment-style events and community partnership activities that strengthen the engineering student pipeline. The position also maintains organized program files, prepares routine reports, coordinates logistics such as room reservations, outreach coordination and procurement of needed supplies, and ensures clear communication among faculty, staff, partners, and students. Other related duties may be assigned to support the needs of the School of Engineering.

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.

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.
- Upon selection of hire, you will be required to provide additional documents (if necessary) as condition of employment.

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).