



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 26, 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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Extension Assistant I (Resource Technician Intern)
(CNAS – CE&O)**

(JOB # RC-26-26)

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 E, Step 1, \$12.37 – Step 6, \$14.90 per hour
Temporary, Part-Time, May work up to 20 hours per week

Benefits:

Part-Time: Social Security

Minimum Qualifications:

- Current student at the University of Guam pursuing a degree in Agriculture, Environmental Science, Natural Resources, or related field;
- High school diploma or equivalent;

- One (1) year of work experience **OR** 30 college credits **OR** a combination of college credits, work experience, and/or training;
- Must have a valid Driver's License;

Minimum Knowledge, Skills and Abilities:

- Strong communication skills and willingness to interact with producers and community members;
- Basic knowledge of Microsoft Office applications (Word, Excel, PowerPoint);
- Willingness to perform outdoor fieldwork in varying conditions;
- Ability to occasionally work evenings or weekends to support events;
- Ability to work independently and as part of a team;
- Ability to commit up to 20 hours per week;

Character of Duties:

The Extension Assistant I (Resource Technician Intern) provides part-time support to the Southern Guam Soil & Water Conservation District (SGSWCD). This entry-level internship offers students practical experience in conservation, natural resources, and community outreach. The Extension Assistant I (Resource Technician Intern) will assist with fieldwork, data collection, workshops, and daily operations of the district while learning about conservation practices and programs.

The Extension Assistant I (Resource Technician Intern) will perform the following:

- Support day-to-day operations of SGSWCD conservation and outreach programs;
- Assist with fieldwork including site visits, conservation practice monitoring, and resource inventories;
- Collect, enter, and organize data in support of conservation reporting;
- Provide assistance with workshops, outreach events, and educational activities;
- Prepare maps, records, and conservation materials as assigned;
- Perform light agriculture- or resource-related tasks (planting, nursery work, site maintenance) as needed;
- Observe and learn about conservation practices and district operations;
- Perform other duties as assigned in support of SGSWCD's mission;

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).