



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

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
(ORSP – CHL Center)**

JOB # RC-19-16

Application Deadline: Midnight, April 09, 2019

Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

Salary

Grade J, Step 1, \$14.94 – Step 5 \$17.34 per hour

Temporary, Full-Time, 40 hours per week.

Benefits: 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%.

The position begins on **April 22, 2019** and ends on **March 31, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #27 (ORSP Office)

MINIMUM QUALIFICATIONS :

- Bachelor's degree in relevant field OR
- Associate Degree; three years of work experience

position OR combination of college credits, technical training, and/or professional level work experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communication skills
- Ability to work well with children and families
- Excellent time management skills and the ability to prioritize work to meet tight deadlines
- Strong organization skills to manage multiple tasks
- Attention to detail and problem-solving skills
- Proficiency in MS Office
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and nights.

PREFERRED QUALIFICATIONS:

- Completion of Measurement and Standardization Training

CHARACTER OF DUTIES:

Incumbent will serve as Children's Health living Center of Excellence data collection analyst and will assist the PI, Co-PI and Program Manager in community outreach. This includes, but not limited to:

- Assisting with developing and implementing extension (informal education) activities or events, including planning, evaluation, and participant follow-up;
- Maintaining records of outreach activities (i.e. sign in sheets for every activity, and confidential forms collected during the activity);
- Conducting child measurements and collecting data to meet project objectives;
- Providing training on extension and outreach activities to participants;
- Developing outreach materials targeting various audiences for the purposes of informing the community;
- Assisting with research, writing and design of outreach and educational materials and products such as fact sheets, reports, brochures, PowerPoint presentations, etc.;
- Assisting with reporting to funding agencies, including data collection and writing;
- Assisting with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, petty cash, updating budget sheets, and routing; and
- Other duties as assigned.

CLEARANCES

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.