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# ANNOUNCEMENT

February 7, 2019

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

*Announcement No. 034-19*

## Position Title

### **CEDDERS RESEARCH ASSOCIATE**

#### Salary Range:

UGPP/J 1 \$31,076.00 – UGPP/J 18 \$54,771.00 Per Annum

#### Opening Date:

February 7, 2019

Closing Date: Continuous Until Filled

#### Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research and Service (Guam CEDDERS)

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree from a U.S. accredited institution or foreign equivalent in an area related to the funding source (i.e., special education, public health, early intervention, early childhood, rehabilitation, etc.); and
- One year of experience in providing direct service to individuals with disabilities and their families; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### NECESSARY SPECIAL QUALIFICATION:

- Must have a valid Driver's License.

#### PREFERRED QUALIFICATION:

- Bachelor's Degree from a U.S. accredited institution or foreign equivalent in an area related to disabilities.

#### QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

#### KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of modern research strategies. Knowledge and experience in assisting training activities for diverse audiences, including individuals with disabilities. Knowledge of providing direct service to individuals with disabilities. Knowledge of the principles and practices of modern public administration, including organizational relationships, particularly management, education, and administrative relationships. Knowledge of computer hardware and software and training equipment for use during multimedia presentations. Ability to conduct research and synthesize information in support of grant projects and activities. Ability to assist in conducting focus group sessions. Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs. Ability to work effectively with the public and UOG CEDDERS staff. Ability to communicate effectively, orally and in writing. Ability to use office and training software and equipment. Ability to maintain records and prepare technical reports.

#### CHARACTER OF DUTIES:

Under the direct supervision of the Director, Guam Center for Excellence in developmental Disabilities Education, Research, and Service (Guam CEDDERS) the CEDDERS Research Associate assists in developing the work scope for the activities to be performed under Initiative Areas, monitoring the status of activities, and providing recommendations for future activities. Assists in developing products to support future activities, as well as products that are a result of research under Initiative Areas. Assists in the implementation of project goals and objectives. Coordinates and assists training sessions and workshops as required by grants and contracts. Assists in planning, developing, implementing and reviewing federally funded projects/programs, contracts and grants associated with Initiative Areas. Assists in facilitating expenditures and forwarding requests for obligations of

## #034-19 CEDDERS RESEARCH ASSOCIATE

assigned grants and contracts. Develops brochures, pamphlets, posters, radio ads, directories, and other products for final review and approval. Ensures that project planning and implementation support the UOG CEDDERS and UOG mission. Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. On occasion, when required by projects, the work setting may change to off-site locations, i.e., a government agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.com>.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes 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.

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 the date 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 University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **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.

### **HOW TO APPLY:**


All applicants must submit an online job application through the UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

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 Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
JOSEPH B. GUMATAOTAO  
Acting Chief Human Resources Officer