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# ANNOUNCEMENT

September 23, 2024

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

*Announcement No. 118-24*

**Position Title**  
**RESEARCH ASSISTANT I**

**Salary Range:**

UGPP/E-01 \$27,724.00 - UGPP/E-18 \$45,360.00 Per Annum

**Opening Date:**

September 23, 2024

**Closing Date:**

October 11, 2024

**Location:**

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

**MINIMUM QUALIFICATION:**

High School Diploma or GED and no years relevant and related work experience.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license.

**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.

**CHARACTER OF DUTIES:**

Under the supervision of the Interim Associate Directors for Extension and Research, the Research Assistant I will provide administrative services support to Land Grant programs. The Research Assistant I will receive customers and other department visitors, determine their needs, and direct them accordingly. The Research Assistant I will manage petty cash transactions, ensuring accurate recordkeeping and timely reconciliation. The Research Assistant I will organize and submit gas receipts in accordance with University of Guam's policies and procedures. The Research Assistant I will facilitate room reservations for Research and Extension programs ensuring efficient allocation of resources. The Research Assistant I will support procurement activities by obtaining price quotes for services, supplies, and materials required by the Research and Extension programs. The Research Assistant I will assist administrators with appointment scheduling as required, maintaining an organized and efficient calendar system. The Research Assistant I will work on occasional nights and weekends as required by the Associate Directors to help with workshop logistics and registration. The Research Assistant I will run errands to purchase supplies and make deliveries for programmatic matters. The Research Assistant I will assist with compiling evaluation results, mailing lists, and other client input information. The Research Assistant I will assist with client communications by phone and email. The Research Assistant I will undertake additional responsibilities and tasks as necessary to support departmental operations and objectives.

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

Knowledge of basic Microsoft applications. Ability to carry out office work which requires little supervision. Ability to learn office practices and procedures. Ability to learn routine clerical tasks readily and to adhere to prescribed procedures. Ability to understand and follow routine oral and written instructions. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to operate common office machines whose operation may be learned on the job. Knowledge of CNAS Land Grant organizational structure.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

**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 (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility

## RESEARCH ASSISTANT I # 118-24

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 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 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/safety-security/>.

### **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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



Joseph Gumataotao (Sep 20, 2024 13:45 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Research Assistant. I.9/23/2024*  
*Approved by CHRO 9/23/2024*