



# 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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Extension Associate I (Science Communicator)**

**JOB # RC-18-05**

**Application Deadline: Friday, December 22, 2017**

Send RCUOG application, cover letter, resume, transcripts, and three or more samples of communications work in hardcopy or URL link format to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located on the 1<sup>st</sup> floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from [www.uog.edu/rcuog](http://www.uog.edu/rcuog); located under the Forms subhead.

**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

The position begins on **upon selection** and ends **July 31, 2018** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

EPSCoR #4, Dean's Circle

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in communications or a scientific field with one year of work experience
- Provide 3 or more samples of communications work (e.g. writing samples, websites, social media accounts, videos, etc.) in hardcopy or URL link format.

### **MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

A candidate for this position will be able to demonstrate:

- Experience working in communications, journalism, and/or marketing
- Familiarity with scientific research methods and principles
- Familiarity with science communication strategies and techniques
- The ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, Snapchat)
- Strong research, writing, and problem-solving skills,
- An ability to work with diverse populations,
- An ability to work independently and initiative in pursuing activities that further project goals,
- An ability to meet tight deadlines,
- An attention to detail and conscientious work ethic,
- A willingness to learn about a variety of topics and resourcefulness in acquiring information
- Flexibility to work hours other than 8 a.m. to 5 p.m., including some evenings and weekends.

### **PREFERRED QUALIFICATIONS:**

Ideally, a candidate for this position will have:

- Proficiency in Adobe Creative Suite applications,
- Proficiency in photography, videography, graphic design, and web-development,
- More than one year of experience in communications, journalism, and/or marketing,
- Strong understanding of scientific research methods and principals.

### **CHARACTER OF DUTIES:**

- Developing content and implementing strategies for publicizing research and outreach activities to scientific communities and the general public;
- Gathering, preparing, and disseminating written and graphic communications through a variety of print and electronic outlets, including email, press releases, social media, newsletters, brochures, impact reports, factsheets, video content, and other projects;
- Managing a variety of social media accounts and providing web support for project websites;
- Cultivate relationships with researchers, students, and extension associates in the UOG Sea Grant, Guam EPSCoR, NASA EPSCoR, Pacific Islands Climate

Science Center (PICSC), and the Center for Island Sustainability (CIS) to promote, communicate, and report activities;

- Assist with developing content for extension (informal education) activities,
- Assist with reporting to funding agencies, including data collection and writing
- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets 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.