



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

**Grant Assistant III
(CIS – Sea Grant)**

JOB # RC-18-27

Application Deadline: *Midnight, October 08, 2018*

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead. Applications will be accepted daily, Monday through Friday except Holidays; 8:00 a.m. to 5:00 p.m., until filled.

Salary

Grade I, Step 1, \$13.75 per hour

Temporary, Full-Time employee

Benefits: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 annual sick leave per pay period, holiday pay, and up to 3% match when employee contributes to 403(b).

The position begins on **October 29, 2018** and ends on **September 09, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean's Circle House #27 (ORSP)

The University of Guam Sea Grant (UOGSG) seeks an individual to perform a variety of grants, and administrative tasks. Duties of the grant's assistant include providing support to management and employees of Sea Grant, assisting in daily office needs and managing the program's general grant and administrative activities. The ideal candidate should have

excellent oral and written communication skills and be able to organize their work using tools, like Microsoft Office applications and relevant office equipment. A successful grant and administrative assistant should ensure the efficient and smooth day-to-day operations of our office.

The position will be in the Sea Grant Office at the University of Guam and will report to the Director and Program Leader. Under their guidance, the incumbent will provide administrative support to ensure program is efficiently progressing with grant expense requirements. Must coordinate with RCUOG and ORSP staff when submitting administrative paperwork for signatures, and procurement processes.

MINIMUM QUALIFICATIONS:

- College course work in accounting or related field and/or work experience involving grants, personnel, budget, and other management operations experience

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Proven experience as a grant's assistant or office admin assistant
- Knowledge of office management and procurement systems and procedures
- Working knowledge of office equipment, like printer, scanner, and copier machines
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in accounting or related field

CHARACTER OF DUTIES:

Incumbent will serve as the Grants Assistant for the UOG Sea Grant Program and will conduct grant and administrative duties with guidance from the Director and Program Leader. This includes, but is not limited to:

- Handling grants and administrative requests and queries from Director | Program Leader
- Assisting with grant administration duties including budget balances and procurement
- Organize and schedule appointments with Microsoft Office applications
- Plan meetings and take detailed minutes
- Book travel and meeting arrangements
- Maintain calendars for Director, outreach events and vehicle usage
- Develop and maintain appropriate filing systems
- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures

- Maintain office supplies and order as needed
- Maintain contact lists for Sea Grant partners
- Submit and reconcile expense reports
- Provide general support to visitors.
- 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.