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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 Assistant II
(Sea Grant)**

JOB # RC-19-17

Application Deadline: Midnight, May 03, 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 H, Step 1, \$12.75 - Step 3, \$13.73 per hour
Temporary, Part-Time, 39 hours per week.
Benefits: Social Security

The position begins on **May 23, 2019** and ends on **December 27, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #25 (Sea Grant)

MINIMUM QUALIFICATIONS:

- High School Diploma; three years of work experience OR
- 31-90 college credits; no work experience

PREFERRED QUALIFICATIONS:

Ideally, a candidate for this position will have

- Two years of work experience in watershed and soil conservation activities
- Knowledge in native plants of Guam
- Knowledge in planting methods
- Ability to work outdoors and in rigorous terrain for long periods

CHARACTER OF DUTIES:

- Familiarity with planting methods and principles
- Familiarity with native plant species
- Knowledge/experience in watershed assessment, planning and management.
- Ability to compile information and develop relationships necessary to plan, coordinate, and execute activities that support watershed goals.
- Ability to interact effectively with diverse groups including the public, agricultural interests, city and county officials, non-profit and environmental advocacy organizations, river authorities, universities, and state and federal agencies.
- Demonstrated ability to work cooperatively with others and communicate effectively both orally and in writing.
- Ability to work independently with minimal supervision, establish work priorities, and manage time effectively.
- Ability to work outside regular business hours and travel as necessary to coordinate program efforts.
- Working knowledge of MS Office Suite
- An ability to work independently and initiative in pursuing activities that further project goals
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknights.
- All 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.