



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, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Human Resources Specialist II

JOB # RC-19-23

Application Deadline: Midnight, July 04, 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 L, Step 1, \$17.84 – Step 10, \$24.49 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, up to 3% 403(b) match based upon employee contribution of 3%.

The position begins on **July 17, 2019** and ends on **July 16, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #33 (RCUOG Office)

Minimum Qualifications :

- Bachelor's degree in Business Administration with a concentration in Human Resources or closed related field;
- Three (3) or more years of experience in the Human Resources field and/or participation in SHRM Guam briefings and trainings and/or work experience in benefits, recruitment & selection, training & development, compensation & benefits and/or employee relations

Preferred Qualifications:

- Experience in or familiarization with grants management

Character of Duties:

- Explain RCUOG policies, procedures, and standards to new and existing employees
- Maintain job announcement files which include coordinating job posts, creating and reviewing applicant packets, working with EEO to approve all interview questions, scheduling interview appointments and direct communication with job applicants.
- Maintain all RCUOG social media outlets (Facebook, Instagram & RCUOG Website) which include designing and posting announcement flyers and updating RCUOG website with new policies, procedures and forms.
- Maintain database of employee records
- Create all personnel actions forms
- Conduct sit-down handbook orientations to new employees
- Host annual RCUOG Handbook Orientation Refreshers
- Review documentation to ensure compliance with RCUOG policies and procedures
- Monitor RCUOG human resources email; responds to applicants as appropriate
- Monitor 403(b) participants and Medical & Dental Insurance deductions and ensure billings are accurate
- Participate in RCUOG workshops regarding best practices in grants management
- Work with other departments across campus regarding document processing
- Update RCUOG policies and forms
- Work with UOG Human Resources staff to ensure timely processing of employees
- 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.