



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

**Project Associate
(EPSCoR)**

JOB # RC-20-04

Application Deadline: Midnight, October 23, 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 M, Step 1, \$19.60 – Step 10 \$26.90 per hour
Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: 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 **November 01, 2019** and ends on **July 31, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #4 (EPSCoR Office)

Minimum Qualifications :

- Bachelor's degree in Business Administration, Science or closely related field;
- Three (3) years of work experience

Preferred Qualifications:

- Master's degree in area related to the National Science Foundation (NSF) and/or grants in the Marine Science field
- Experience in research or grant administration experience
- Experience managing federal projects, specifically cooperative agreements with the National Science Foundation.

Character of Duties:

- Assists the Guam EPSCoR Principal Investigator (PI) in managing daily functions towards meeting goals and objectives of the grant's projects
- Supervises relevant project administrative staff
- Assists Principal Investigator and Co-Investigators with oversight of design and implementation, data gathering, assessment analysis, interpretation of results, scenario projections, budgets, hiring and project reporting requirements, including annual, final and cost sharing reporting
- Other duties assigned

Clearances

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.