



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

**Extension Associate I
(GWEP)**

JOB # RC-20-07

Application Deadline: Midnight, October 31, 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 J, Step 1, \$14.94 – Step 10 \$20.51 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 **December 1, 2019** and ends on **November 30, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

School of Health

Minimum Qualifications:

- Bachelor's Degree in Public Administration or relevant field; no work experience

- OR Associate Degree in Public Administration; three years of work experience or combination of college credits, technical training and work experience

Preferred Qualifications:

- Must have Driver's License
- Must be able to work flexible hours
- Knowledge of MIPS Measurements and Age Friendly Health Systems
- Training in Alzheimer's Disease and related Dementias

Character of Duties:

- Provide administrative support to Program Director
- Design data forms for collection
- Create meeting minutes and agenda
- Conduct research and fulfill procurement duties as needed
- Arrange trainings as directed by Program Director
- Attend trainings and meetings
- Maintain GWEP files
- 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.