



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
(CIS/Sea Grant)**

JOB # RC-20-11

Application Deadline: Midnight, December 19, 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 23, 2019** and ends on **December 22, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location:

CIS/Sea Grant Office, Dean Circle House #26

Minimum Qualifications :

- Bachelor's degree; no work experience
- OR Associate degree; two years of clerical work involving budgeting and/or project coordination
- Must possess a valid driver's license

Minimum Knowledge, Abilities and Skills:

- Experience as a grant assistance and/or project coordination
- Knowledge of office management and procurement systems and procedures
- Working knowledge of office equipment, such as 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
- Strong research, writing, and problem-solving skills
- An ability to work with diverse students, faculty, and diverse partners
- An ability to work independently and take initiative in pursuing activities that further project goals
- An ability to meet tight deadlines
- An attention to detail and conscientious work ethic
- A willingness to learn about a variety of topics and resourcefulness in acquiring information
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknight

Preferred Qualifications:

- Experience in or familiarization with grants management
- College coursework in accounting or related field

Character of Duties:

Incumbent will serve as the Extension Associate I/Project Coordinator for the NSF INCLUDES: SEAS Islands Alliance based in UOG CIS/Sea Grant and will conduct grant and administrative duties with guidance from the PI and Co-Pis. This includes, but is not limited to:

- Handling grants and administrative requests and queries
- Coordinating and overseeing grant-related activities
- Coordinating activities between students, faculty, project partners, and project evaluator
- Assisting with grant administration duties including budget balances and procurement
- Assisting with the preparation, completion, and submission of grant reports to NSF and reports to the NSF INCLUDES Alliance Backbone
- Assisting with inquiry responses to program officer, INCLUDES Backbone, and project partners
- Organizing and schedule appointments with Microsoft Office applications
- Planning meetings and taking detailed minutes
- Booking travel and meeting arrangements for Pis, students, and project partners
- Develop and maintain appropriate filing systems
- 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

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

- Maintain office supplies and order as needed
- Maintain contact lists and students tracking for the project
- Submit and reconcile expense reports
- 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.