



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

Grant Assistant III

(Sea Grant Administrative Assistant)

JOB # RC-20-34

Application Deadline: Midnight, March 20, 2020

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 I, Step 1-3 \$13.75 - \$14.81 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 will begin on **March 30, 2020** and ends on **March 29, 2021** based on availability of funds with possibility of extension should additional funds become available.

Location:

Sea Grant Office, House #25, Dean's Circle, UOG Campus

Description:

The University of Guam Sea Grant (UOGSG) seeks a qualified individual to perform a series of grant-related administrative tasks. Duties of the grant assistant include providing support to the management and employees of Sea Grant, assisting in daily office needs and overseeing the program's general grant and administrative activities. The ideal candidate should possess excellent oral and written communication skills and be able to organize their work using tools such as Microsoft Office applications

and relevant office equipment. A successful grant and administrative assistant should ensure the efficient and smooth day to day operations of the office.

The position will be located in the Sea Grant Office at the University of Guam and will report to the Director and the Program Leader. Under their guidance, the incumbent will provide administrative support to ensure the program is efficiently progressing with grant expenditure requirements. Must coordinate with Office of Sponsored Research and Programs and RCUOG staff when submitting paperwork for signatures and for procurement processes.

Minimum Qualifications:

- High School Diploma or equivalent;
- Two years of clerical work involving budgeting and/or college coursework in accounting or related field OR any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;
- Must possess a valid Driver's License;

Minimum Knowledge, Abilities, and Skills:

- Demonstrated experience as a grant assistant or office administrative assistant;
- Knowledge of office management and procurement systems and procedures;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft 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;
- Strong organizational skills with the ability to multi-task;

Preferred Qualifications:

- Bachelor's degree in Accounting, Business, or related field;
- Experience in or familiarization with grants management

Character of Duties:

Incumbent will serve as the Grant Assistant III for the UOG Sea Grant Program and will conduct grant and administrative duties with guidance from the Director and Program Leader. This included but is not limited to:

- Handling grants and administrative requests and queries from Director and Program Leader;
- Assisting with grant administration duties including budget balances and procurement;
- Organize and schedule appointments with Microsoft Office applications;
- Plan meetings and take detailed minutes;
- Book travel and meeting arrangements;
- Maintain calendars for Director, outreach events and vehicle usage;
- Maintain updated records of Sea Grant accounts, budget sheets, inventory of equipment and supplies;
- Develop and maintain appropriate filing systems;
- Answer and direct phone calls;
- Write and distribute email, correspondence memos, letters, faxes, and forms;
- Route documents to appropriate offices for further action;

UOG Station, Mangilao, Guam 96923

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

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- Assist in the preparation of regularly scheduled reports;
- Update and maintain office policies and procedures;
- Maintain office supplies and order as needed;
- Maintain contact lists for Sea Grant partners;
- Submit and reconcile expense reports;
- Provide general support to visitors;
- Maintain office upkeep and cleanliness;
- Other duties as assigned;

Clearances

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records).
- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of the University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ ADA Coordinator, located at the EEO/ ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

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