



# 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 I (Administrative Assistant – Sea Grant)**

**JOB # RC-20-63**

***Application Deadline: 11:59 p.m. on September 10, 2020 (Chamorro Standard Time/UTC+10)***

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #24, 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 G, Step 1, \$11.89 – Step 3, \$12.81 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 **October 05, 2020** and ends on **October 04, 2021** based on availability of funds with possibility of extension should additional funds become available.

***Location:***

Sea Grant, House #25, Dean's Circle, University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- High school diploma or equivalent;
- Clerical and/or administrative experience;

**Preferred Qualifications:**

- One (1) year experience in clerical and administrative work **OR** any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills to perform character of duties;
- Must possess a valid Driver's License;

**Character of Duties:**

Incumbent will serve as the Administrative Assistant for the UOG Sea Grant Program and will receive guidance from the Director and Program Leader respectively. This includes, but is not limited to:

- Organize office and assist Sea Grant team in ways that optimize procedures;
- Sort and distribute communications in a timely manner;
- Create and update records ensuring accuracy and validity of information;
- Schedule and plan meetings and appointments;
- Monitor level of office supplies and handle shortages;
- Resolve office-related malfunctions and respond to requests or issues;
- Coordinate with other departments/units to ensure compliance with established policies (i.e. ORSP, RCUOG, UOG, etc.);
- Maintain trusting relationships with Sea Grant partners, vendors, contractors, and colleagues;
- Maintain Sea Grant calendars for conference room, Sea Grant events and truck;
- Prepare purchase requisitions, purchase orders, travel authorizations, direct payment memos, receiving reports, and bill payments for services, contracts and subscriptions;
- Route documents to appropriate offices for further action;
- Assist in the preparation of regularly scheduled reports;
- Maintain contact lists for Sea Grant partners;
- Provide general support to visitors;
- Maintain office upkeep and cleanliness;
- Perform receptionist duties;
- Other duties as assigned;

**Police and Court Clearance:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances

**Selected candidate** must provide official transcripts prior to hire date.

**Work Eligibility:**

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability

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.

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).