



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 II (Sea Grant/CIS/G3/EPSCoR)

JOB # RC-21-42

Application Deadline:

11:59 p.m. on March 30, 2021 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade M, Step 1, \$19.60 – Step 8, \$25.27 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 in April 12, 2021 and ends in April 11, 2022, based on availability of funds with possibility of extension should additional funds become available.

Location:

Office of Research & Sponsored Programs, Dean Circle, University of Guam

The Extension Associate II (Assistant Director for Communications) plays an integral role in promoting the Center for Island Sustainability (CIS), Sea Grant, EPSCoR and Guam Green Growth. The Extension Associate II (Assistant Director for Communications) will develop a strategic communications plan for the organization and will lead and participate in the execution of that plan.

Minimum Qualifications:

- Master's Degree **OR** Bachelor's Degree in Business Administration, Marketing, or Communications from a U.S. regionally accredited institution;
- Five (5) years experience in a communications role;
- Experience managing and executing across several communications media;

Minimum Knowledge, Abilities and Skills:

- Strong written communication skills;
- Experience with Microsoft Office Suite;
- Willing to execute day-to-day tasks and work independently;
- Have an ambitious, visionary, and creative approach to communications and advancement strategies;
- Experience effectively multi-tasking in a fast-paced, deadline driven environment with a high degree of accuracy and organization;
- Capable leader, manager and coach for communications team and extension staff;
- Good entrepreneurial work ethic and a desire to “get the job done”;
- Willingness to share own ideas, even amongst leadership;
- Ability to prioritize and follow through effectively;
- Strong organizational and time management skills with exceptional attention to detail;

Preferred Qualifications:

- Experience with Adobe Creative Suite;
- Experience with WordPress and/or HTML;

Character of Duties:

- Develop and implement an integrated, organization wide strategic communications plan to broaden awareness of the above referenced UOG programs and initiatives and strengthen their brand identity across key stakeholder audiences;
- Create a brand/marketing/public relations strategy that will allow leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media, public officials and key influencers;
- Identify challenges and emerging issues faced by the sector and organization. Work with leadership and staff to recognize internal and external communications opportunities and solutions, define and execute appropriate strategies to support them;
- Oversee the continued development and use of the branding strategies;
- Oversee, or execute as needed, all copy intended for public consumption to ensure its alignment with the strategic communications plan;
- Oversee, or execute as needed, the development of all print and branded materials;

UOG Station, Mangilao, Guam 96923

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

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- Oversee, or execute as needed, the development of electronic communications including CIS, Sea Grant, EPSCoR and G3 websites, electronic newsletters, releases, email announcements, planned publications, and other electronic communications;
- Curate content and increase audience engagement on our social media channels;
- Exercise judgment to prioritize media opportunities, and prepare talking points, speeches, presentations and other supporting material as needed;
- Serve as lead point person on media interactions that help promote and/or impact the organization and actively cultivate and manage press relationships to ensure coverage of issues of strategic importance to the stakeholders, as well as UOG Sea Grant, Guam EPSCoR and G3 programs, special events, public announcements, and other projects;
- Manage relationships with any communications related vendors or consultants;
- Create and launch press releases and marketing campaigns;
- Manage media relations and maximize media opportunities;
- Develop strong relationships with media reps;
- Create rich and creative content that is optimized for search engines;
- Handle program reporting materials (e.g. Impacts and Accomplishments for NOAA Sea Grant's Planning, Implementation, and Evaluation Resources (PIER) system);
- Assist with Guam EPSCoR and G3 reporting;
- Play an active role in the Sea Grant Communicators Network, working with the Communicators in other state Sea Grant programs on issues/projects of common interest and benefit;
- Collaborate to find synergies between University-wide marketing and communications efforts;
- Manage communications support team, relying exclusively on leadership and staff talent, to support the development and execution of the communications strategy;
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis;
- 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

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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).