



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

July 20, 2021

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 (CNAS – WSARE)

(JOB # RC-21-65)

Application Deadline:

11:59 p.m. on July 28, 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 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 will begin on **September 01, 2021** and end on **August 31, 2022**, based on availability of funds with possibility of extension should additional funds become available.

Location:

CNAS, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in a science related field from a U.S. regionally accredited institution or foreign equivalent

OR

Associates degree in a science related field and three (3) years of experience relevant to the position;

Preferred Qualifications

- One (1) year of relevant work experience working with Federally Funded Grants;
- At least five (5) years of post-graduate professional level work experience;

Character of Duties:

- Managing overall federal grant efforts, to include documenting payments and expenditures, preparing financial reports, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with grant agencies, engaging with UOG and RCUOG accountants and staff, purchasing supplies and equipment, and preparing final reports;
- Assisting the Principal Investigator with managing Extension/Research employees, such as hiring new staff, training new staff, assigning daily duties and functions, and ensuring the productivity of current staff;
- Supporting the Principal Investigator with employee performance reviews and decision-making;
- Responsible for planning, directing, and overseeing day-to-day operations;
- Assisting in all Extension-related workshops or functions by creating agendas, communicating with workshop lecturers and participants, assisting during workshops, creating workshop educational materials, creating workshop pre- and post-tests, and providing technical support;
- Assisting in research related to plant pathology, including data collection, organization of data, storage of data, quality assurance, updating the clinic log, and supervising research projects performed by staff;
- Other duties 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).