



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

September 14, 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 Assistant I (WSARE)

(JOB # RC-21-82)

**Application Deadline:**

**11:59 p.m. on September 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](mailto: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 E, Step 1, \$10.14 – Step 10, \$13.92 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 04, 2021** and end on **February 04, 2022**, based on availability of funds with possibility of extension should additional funds become available.

**Location:**

CNAS, University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- High school diploma; one year of work experience **OR** combination of college credits, technical training, and/or substantial professional level work experience.

**Preferred Qualifications:**

- Experience setting up, hosting, and recording Zoom meetings;

**Character of Duties:**

Incumbent will serve as the Research Assistant for the UOG Agriculture and Life Sciences Plant Pathology lab and will assist the Project Director and Extension Associate I with research projects related to agriculture.

This includes, but is not limited to:

- Proficiently using MS Word, MS Excel, and MS Publisher to create documents as requested by the Project Director or Extension Associate I;
- Proofreading and editing reports and publications;
- Assisting with writing grant reports;
- Assisting with bi-weekly farm surveys as needed, requiring walking short distances in an outdoor farm environment;
- Collecting, recording and organizing data;
- Assisting in planning professional conferences;
- Assisting with running Zoom sessions with grant collaborators;
- Carryout field and/or office work under little supervision;
- Perform other grant-related duties as assigned;

**Note:**

The selected candidate is or can be added to the list of authorized individuals on a Section 10(a)(1)(A) recovery permit from the USFWS to collect, manage, propagate, and outplant native federally listed species (particularly plants and invertebrates). If the selected candidate is not on a list of authorized individuals on a Section 10(a)(1)(A) recovery permit upon contract award, the technician must submit a request to USFWS be added to a list of authorized individuals on a Section 10(a)(1)(A) recovery permit within two weeks after employment.

**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 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).