



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

November 09, 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 (Publications & Media Supervisor-CIS/Sea Grant) (JOB # RC-22-04)

Application Deadline:

11:59 p.m. on November 17, 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 6, \$17.99 to 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 **December 01, 2021** and ends on **November 30, 2022** based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP, University of Guam, Mangilao, Guam

Minimum Qualifications:

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

Preferred Qualifications

- Five (5) years of experience in communications, journalism, and/or marketing;
- Proficiency in Adobe Creative Suite applications;
- Proficiency in photography, videography, graphic design, and web-development;
- Ability to manage and supervise the media team with strong leadership skills;
- Strong understanding of scientific research methods and principals;
- Strong organizational and time management skills with exceptional attention to detail;

Minimum Knowledge, Skills, And Abilities:

- Knowledge of technical writing, reporting, editing, publication, and producing of media;
- Familiarity with scientific research methods and principles;
- Familiarity with science communication strategies and techniques;
- Strong research, writing skills, and problem-solving skills;
- Strong graphic design skills;
- Ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, etc.);
- Ability to work with diverse populations;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to prioritize and follow through effectively;
- Ability to meet tight deadlines;
- Ability to share own ideas, even amongst leadership;
- Ability to learn about a variety of topics and resourcefulness in acquiring information;
- Ability to work hours other than 8 a.m. to 5 p.m., including some weekends and nights;

Character of Duties:

- Oversee publication and media activities;
- Oversee the development of project outputs for use as new educational products such as lesson plans, curricula, workbooks, educational videos, flyers, posters, community signage, newsletters, podcasts, workshops, and pre-recorded and live virtual classes;
- Developing content and implementing strategies for publicizing Science, Technology, Engineering, and Mathematics, Traditional Ecological Knowledge, and Marine and Environmental research and education activities to scientific communities and the general public;
- Cultivate relationships with teachers, parents, and students at the K-12 and college/university levels, traditional knowledges instructors, and marine and environmental science researchers, students, and extension associates to develop materials in coordination with quarterly project themes;
- Assist with reporting to funding agencies, including data collection and writing;

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.

- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets;
- Other duties as assigned;

Required Documents:

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, etc.), an original or certified copy of the document(s) must accompany the application. Failure to provide proof may result in your disqualification. A selected candidate must provide official transcripts prior to hire date.

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.

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.

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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).