



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

December 9, 2021

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Human Resources Associate I (RCUOG – Full-Time)

(JOB # RC-22-14)

Application Deadline:

11:59 p.m. on December 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 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 **January 03, 2022** and end on **January 02, 2021**, based on availability of funds with possibility of extension should additional funds become available.

Location:

RCUOG, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Business Administration with a concentration Human Resources or closely related field;
- One (1) year of work experience relevant to the position or combination of bachelor's degree, technical training, and professional level of work experience;

Preferred Qualifications:

- One (1) year of demonstrated human resources experience;

Minimum Knowledge, Abilities, and Skills:

- Strong organizational skills with the ability to multi-task;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Ability to execute and manage projects;
- Ability to work cooperatively with others and communicate effectively both orally and in writing;
- Proficiency in MS Office Suite and Microsoft Teams;
- Knowledge of use of office equipment, such as printer, scanner, and copier machines;

Character of Duties:

- Maintain job announcements files which include posting job announcement, creating and reviewing applicant packets, tracking and log job announcement for record purpose;
- Assist with RCUOG social media outlets (Facebook, Instagram, & RCUOG Website) which include designing and posting announcement flyers and updating RCUOG website with new policies, procedures, and forms;
- Maintain database of employee records;
- Prepare hire memos, renewal memos, and other memos related to recruitment;
- Assist on creating personnel actions for all new recruits and existing personnel's;
- Assist on the onboarding for all new employees;
- Review documentation to ensure compliance with RCUOG policies and procedures;
- Monitor RCUOG human resources email, responds to unit, exterior vendors/partners and applicants as appropriate;
- Assist employees with enrollment process for employee benefits;
- Assist in monitoring 403(b) participants and Medical & Dental Insurance deductions and ensure billing are accurate;
- Work with other departments across campus regarding document processing such as Payroll and UOG HR Department;
- Update RCUOG policies and forms on website;
- Work with RCUOG HR Specialist and UOG Human Resources staff to ensure timely processing of all RCUOG employees;
- Assist with the payroll on preparation of processing payroll;
- Assist in maintaining HR files for record purpose;
- Providing clerical and administrative support to the HR Specialist II and various Principal investigators;

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.

- 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 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).

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