



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

May 17, 2022

**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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Extension Associate I (Grant Assistant – NASA EPSCoR RID)**

**(JOB # RC-22-40)**

**Application Deadline:**

**11:59 p.m. on June 17, 2022 (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 J, Step 1, \$14.94 per hour

Temporary, Part-Time, up to 20 hours per week.

**Benefits:**

Part-Time: Social Security

**Location:**

ORSP, Dean's Circle, House #4 / RFK Library, University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent; no work experience;  
OR

Associate's degree; three years of work experience **OR** combination of college credits, technical training, and/or substantial professional level work experience which provides specific knowledge, skills, or abilities to meet/grant objectives;

**Minimum Knowledge, Skills, and Abilities:**

- Familiar with UOG financial management software;
- Must be able to carry out professional level activities such as data gathering and analysis, financial management;
- Must be able to manage and balance grant budget;
- Proficient in MS Office software including Word and Excel, or equivalent;

**Character of Duties:**

- Carry out the duties of an Extension Associate by being primarily responsible for the administrative duties of the NASA EPSCoR RID;
- Ensure finances are used according to the timeline and objectives listed in the grant;
- Prepare any necessary paperwork needed to carry out objectives of the grant (personnel, procurement, travel, subawards, etc.);
- Maintain up-to-date equipment inventory list, work with other departments and research faculty to meet objectives;
- Perform 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).