



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

May 25, 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 FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Extension Associate I

(JOB # RC-22-44)

(G3 Community Outreach Coordinator – CIS/Sea Grant)

Application Deadline:

11:59 p.m. on June 01, 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. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade H, Step 1, \$12.75 – Step 6, \$15.36 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%.

Location:

ORSP, CIS/Sea Grant, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Must possess a valid driver's license;

Preferred Qualifications:

- Demonstrated ability to work cooperatively with others and communicate effectively both orally and in writing;
- Demonstrate excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Experience in using makerspace equipment for fabrication operations;
- Experience in working in communications and/or marketing;
- Experience working with students in an academic environment and a genuine excitement for and ability to work with students, faculty, staff, and the public;
- Experience in providing one-to-one or small group instruction on the usage and safety of makerspace equipment and software;
- Experience in providing outreach on Science, Technology, Engineering, Arts, and Technology (STEAM);

Minimum Knowledge, Skills, and Abilities:

- Knowledge and experience in the circular economy and working with tools, equipment, and software associated with fabrication operations or makerspaces;
- Ability to coordinate and support a makerspace or fabrication environment;
- Ability to work a flexible schedule including evenings and/or weekends on an as-needed basis. Normal schedule may be afternoon/evening shift;
- Ability to coordinate and support educational community murals and/or art installations;
- Displays effective interpersonal, communication, and customer service skills, including both verbal and written communication;
- Able to work in a fast-paced multi-dimensional work environment;
- Demonstrates problem-solving skills;
- Ability to establish and maintain effective working relationships;

Character of Duties:

- Maintain and support the day-to-day operations of the G3 Circular Economy Makerspace and Innovation Hub and its equipment;
- Assist in overseeing safe operation of equipment, tools, and materials;
- Introduce users to the tools and equipment in both one-on-one and group settings;
- Assist in providing safety and equipment training to all members and users;
- Assist in utilizing all available resources and equipment;
- Serve as a maker resource for and the public;
- Assist in overall planning for maker resource for and the public;
- Maintain and support G3 Circular Economy Makerspace and Innovation Hub supplies and equipment, including but not limited to 3D Printers, Laser Cutters, CNC Router, etc.;
- Research, evaluate, and recommend purchases of appropriate supplies and equipment;

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

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- Coordinate and design educational outreach artistic displays;
- Coordinate educational community outreach activities and assist with island beautification projects;
- Other duties as assigned by the Director of the UOG Center for Island Sustainability and Guam Green Growth Circular Economy Coordinator;

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.

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

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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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