



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

*The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.*

## ANNOUNCEMENT

June 09, 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  
(EPSCoR Database Technician)**

**(JOB # RC-22-45)**

**Application Deadline:**

**11:59 p.m. on June 16, 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 – Step 7, \$18.68 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, EPSCoR, University of Guam, Mangilao, Guam

Guam NSF EPSCoR is recruiting a database technician to support the efforts of its biorepository in digitization of the content of its collection of biological specimens. The biorepository represents a growing collection of biological material from Guam and the Micronesian region for biodiversity research. The database technician will be responsible for implementing and maintaining a deployment of the iDigBio Specify collections database to facilitate curation of collection metadata and sharing of collections information with the global community through the world wide web. The database technician will be responsible for collections database implementation, maintenance, and data security. Together with biorepository personnel and project leadership, the database technician will design and implement solutions to effectively support the work of our research team that contributes to the growing collections of the biorepository.

**Minimum Qualifications:**

- Bachelor's degree in Computer Science or relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Familiarity with database management, and spreadsheet programs and applications, PC, Mac, and server operations;

**Preferred Qualifications:**

- Professional experience in database development, management, and deployment;
- Demonstrated familiarity and/or certifications in optimizing big data, data analytics, and data management and security;

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

- Experience working in IT, database management, data security, or similar fields;
- Knowledge of programming languages such as HTML, SQL, Java Script, Perl, or similar;
- Ability to recognize, trouble-shoot and resolve system-related problems;
- Effective at communicating technical and complex information both in oral and written form;
- Effective and independent in planning, organizing and prioritizing work assignments;
- Ability to coordinate multiple projects concurrently and work independently;

**Character of Duties:**

- Designs, implements, populates, tests, and maintains database and web portal in compliance with nationally recognized standards;
- Assists in planning, designing, and procuring necessary hardware upgrades for research databases;
- Installs, configures, and tests server hardware and software as required;
- Publishes and provides global access to the GECCO Biorepository databases and databases utilized in the NASA-EPSCoR CAN project;
- Provides and manages controlled public access to data sets, reports and publications generated by federally-funded projects;
- Provides direct and timely web tool usage and support;
- Accurately diagnoses and effects IT problem resolutions in conjunction with project

UOG Station, Mangilao, Guam 96923

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

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

- PIs and UOG University of Guam Computer Center IT personnel;
- Monitors, documents, and reports usage of database by university and public users;
  - Assists UOG Computer Center IT personnel in developing and maintaining cybersecurity of databases and project IT resources;
  - Works closely with the Biorepository Collections Manager, NASA-CAN project scientists, University of Guam Computer Center IT personnel, Guam NSF-EPSCoR graduate research assistants (GRAs), and the GEC Principal Investigator/NASA CAN Science Investigator;
  - Perform 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.

**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

UOG Station, Mangilao, Guam 96923

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

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

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).