



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

July 11, 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 II  
(G3 Action Framework Coordinator – CIS/Sea Grant)**

**(JOB # RC-22-53)**

**Application Deadline:**

**11:59 p.m. on July 22, 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 M, Step 1, \$19.60 to Step 5, \$22.74 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, University of Guam, Mangilao, Guam

### **Minimum Qualifications:**

- Master's degree in relevant field **OR** bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent and technical training and/or substantial professional level work experience relevant to the position;
- Must possess a valid driver's license;

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

- Knowledge of environmental or sustainability science and/or policy;
- Knowledge of the United Nations 2030 Agenda for Sustainable Development and the 17 U.N. Sustainable Development Goals;
- Excellent written and verbal communication skills;
- Ability to communicate complex and conceptual ideas to a diverse set of groups and stakeholders;
- Ability to establish and maintain formal and informal relationships across academia, government, non-profits, and the business sector;
- Ability to collaborate actively within the University and externally to complete research projects and advance thinking;

### **Character of Duties:**

A candidate for this position will be able to perform the following duties:

- In consultation with the CIS Director, plan and manage own assignments to meet G3 objectives and deadlines, while resolving challenges that may arise;
- Contribute to knowledge generation, knowledge exchange and knowledge transfer activities;
- Develop planning documents, research projects, and funding proposals;
- Coordinate and facilitate meetings, workshops, and conferences to implement and update the G3 Action Framework;
- Contribute to publications and assist with dissemination of research findings;
- Deliver presentations at conferences or exhibit work at appropriate events;
- Independently and effectively coordinate projects in the Guam Green Growth Initiative at the UOG Center for Island Sustainability. Examples of projects that may be assigned:
  - Maintain the Guam Green Growth Dashboard. Design and implement data collection, analysis, and visualization protocols to track progress on the Guam Green Growth Action Framework;
  - Conduct research and draft policy recommendation papers that advance goals of the G3 Action Framework;
  - Conduct community engagement and outreach activities to communicate G3 activities to stakeholders;
- 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.

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).