



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

September 06, 2022

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

Extension Associate I (Program Associate)

(JOB # RC-22-67)

Application Deadline: 11:59 p.m. on October 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/employment-application> and can be submitted digitally along with supporting documents.

Salary

Grade J, Step 1, \$14.94 to Step 5, \$17.34 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:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) years of project coordination or management experience;

- Must possess a valid Driver's License;

Preferred Qualifications:

- Demonstrated experience as a grant assistant, office administrative assistant, or office manager;
- Knowledgeable in office management and procurement systems and procedures;
- Proficiency in grants management, budgeting, and project management;
- Experience in relationship and partnership management;

Minimum Knowledge, Abilities, and Skills:

- Knowledgeable of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft Office (MS Word, MS Excel and MS PowerPoint);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;

Character of Duties:

Incumbent will serve as the Extension Associate I (Program Associate) for the UOG Sea Grant Program and will conduct grant and administrative duties with guidance from the Director and Associate Director. This includes, but is not limited to:

- Handling grants and administrative requests and queries from Director and/or Associate Director for the Sea Grant Omnibus and other external grants and contracts, including the Guam Green Growth Initiative;
- Coordinate grant administration duties including budget balances and procurement;
- Oversee tasks of Office Assistant and complete grants administrative duties as a team;
- Provide executive assistance to Director and maintain calendar;
- Manage and track tasks of project team members in coordination with Director and Associate Director Maintain updated records of Sea Grant accounts, budget sheets, inventory of equipment and supplies;
- Develop and maintain appropriate filing systems;
- Organize grant teams and tasks with Microsoft Teams and other appropriate applications;
- Plan and coordinate meetings and events and take detailed minutes;
- Assist with program marketing and communications activities;
- Assist with extension, education, and community engagement activities;
- Book travel and meeting arrangements;
- Maintain calendars for Director, conference table, outreach events and vehicle usage;
- Assist in the preparation of regularly scheduled reports;
- Update and maintain office policies and procedures;
- Maintain office and project supplies and order as needed;
- Maintain contact lists for Sea Grant partners;
- Assist in Sea Grant Advisory Board relations;
- Provide general support to office visitors;

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.

- Maintain office upkeep and cleanliness;
- All 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.

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).
- The selected candidate must provide proof of education credential claimed (High School diploma, College Transcript) on the application.
- 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.
- Applicants accepting employment or volunteer work with educational institutions and/or agencies requiring a health clearance must take and pass a pre-entry and annual Tuberculosis Test as a condition of employment.
- 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).