



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

September 23, 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 Assistant II (ORSP – Sea Grant)**

**(JOB # RC-22-75)**

**Application Deadline: Position Open Until Filled.**

**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/employment-application> and can be submitted digitally along with supporting documents.

**Salary**

Grade H, Step 1, \$12.75 – Step 3, \$13.73 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, Sea Grant, University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- High school diploma; three years of work experience OR 31-90 college credits; no work experience.

### **Preferred Qualifications:**

- Associate degree in environmental studies, natural resource management, or communication from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience **OR** combination of college credits, technical training, and/or substantial professional level work experience;

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

- One (1) year experience in conducting education and outreach presentations in environmental conservation topics to diverse groups;
- One (1) year experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data;
- Strong industry knowledge (i.e., environment, conservation, sustainability);
- Excellent communication and interpersonal skills;
- Strong organizational and management skills;

### **Character of Duties:**

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

- Conduct outreach targeting various audiences for the purposes of informing the community about healthy coastal ecosystems, impacts to coral reefs and marine organisms, watershed restoration, energy, sustainability, recycling, sustainable fisheries and aquaculture, resilient communities and economies, and the Micronesia Challenge, etc.;
- Assist with developing and implementing extension (informal education) activities or events, including planning, participant recruitment, promotion, evaluation, and participant follow-up;
- Contribute events and activities data to database for extension and outreach activities (i.e., organizing sign in sheets for every activity based on the type of outreach conducted);
- Assist with training on extension and outreach activities for UOG Sea Grant staff, interns and other program staff as requested. (Topics will vary depending on training needs, e.g., coral reefs, natural resources, watersheds, recycling, energy monitoring, etc.);
- Assist with development of outreach materials targeting various audiences for the purposes of informing the community about healthy coastal ecosystems, impacts to coral reefs and marine organisms, watershed restoration, energy, sustainability, recycling, etc.;
- Cultivate relationships with partners and stakeholders for the purposes of conducting needs assessments, leveraging resources, and expanding Sea Grant service delivery;
- Ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, Snapchat, YouTube);
- Strong research, writing, and problem-solving skills;
- Ability to work with diverse populations;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to meet tight deadlines;
- Attention to detail and conscientious work ethic;
- A willingness to learn about a variety of topics and resourcefulness in acquiring information;
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknights;

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.

- Assist with reporting to funding agencies, including data collection and writing;
- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets;
- 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.

**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.
- 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).