



# 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

October 13, 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 (Project Manager - ORSP)**

**(JOB # RC-23-03)**

**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/employmentapplication> and can be submitted digitally along with supporting documents.

**Salary**

Grade M, Step 1 \$19.60 to Step 3, \$21.11 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 Health, Science, Business, Public administration, or related field from a U.S. regionally accredited institution or foreign equivalent; or

Bachelor's degree in related field from a U.S. regionally accredited institution or foreign equivalent; and two (2) years of professional experience;

- Must possess a Guam Valid Driver's License;

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

- Knowledge of qualitative and quantitative research methods;
- Knowledge of community-based participatory principles;
- Strong analytic, critical thinking, and communication (verbal and written) skills;
- Ability to organize and maintain project records and files;
- Ability to estimate costs, anticipate project budget requirements, and track budget spending;
- Knowledge with local and federal rules and regulations pertaining to grant financial administration;
- Knowledge in budgeting, procurement and general office administration;
- Ability to be detail oriented;
- Ability to supervise other staff;
- Ability to multi-task and able to meet multiple deadlines;
- Ability to work flexible hours including weekends and evening as needed;

**Character of Duties:**

- Assists the Principal Investigator in managing daily functions towards meeting goals and objectives of the grant's projects;
- Supervises project staff;
- Responsible for tracking project deadlines, goals, and outcomes;
- Assist Principal Investigator and project team with managing data collection and analysis;
- Review and prepare requisition submissions, abstract summaries and attachments to ensure compliance with RCUOG Procurement Policies and Procedures;
- Promptly prepare and submit direct payments, petty cash requests, purchase order amendments, and appropriate receipts and justifications;
- Prepare and submit receiving reports;
- Review for accuracy all incoming and outgoing invoices, payments, and financial documents;
- Prepare travel authorizations, make travel arrangements, and process travel clearances according to RCUOG policy;
- Collect time-sheets and submit appropriate documents to time-keeper;
- Maintain accurate and secure physical and digital project records and files;
- Organize and maintain project equipment and supply inventory according to relevant federal guidance;
- Prepare employment hires, faculty buy-out, and other administrative documents as needed;
- Monitor and analyze relevant project accounts, budgets, and spending patterns;
- Ensure project purchases and payments are in compliance with local, federal, and award specific rules and regulations;
- Assist in annual project financial reporting, and other tasks as needed;
- Perform other duties as assigned;

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.

### **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).