



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

November 28, 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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Research Assistant I (MARC)**

**(JOB # RC-23-12)**

**Application Deadline:** 11:59 p.m. on December 05, 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/employment-application> and can be submitted digitally along with supporting documents.

**Salary**

Grade E, Step 1, \$10.14 per hour  
Temporary, Part-Time, up to 39 hours per week.

**Benefits:**

Part-Time: Social Security, Medical and Dental Insurance

**Minimum Qualifications:**

- High school diploma or equivalent; one (1) year of work experience **OR** 30 or fewer college credits; no work experience;
- Familiarity with STEM capacity building;
- Familiarity with drone usage

**Preferred Qualifications**

- Possess a Federal Aviation Administration (FAA) Part 107b Pilot Certification;

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

- Ability to communicate effectively. Good verbal and written skills;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work flexible hours, including weekends and evenings, as needed;

### **Character of Duties:**

- Assist in the preparation of field activities;
- Assist with project logistics and field equipment;
- Assist in the management of project files including field notes and database;
- Assist in the preparation of materials for project meetings/inspections;
- Supervise student drone usage;
- Maintain records of student drone usage;
- Maintain inventory of supplies and equipment;
- Perform data analysis when needed;
- Other duties 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

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 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).

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