



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

February 01, 2023

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 (ORSP – CIS/Sea Grant/NSF INCLUDES) (JOB # RC-23-23)

Application Deadline: 11:59 p.m. on February 08, 2023 (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 M, Step 5, \$22.74 to Step 10, \$26.90 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

The NSF INCLUDES: SEAS Island Alliance (National Science Foundation Inclusion Across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science: Supporting Emerging Aquatic Scientist Island Alliance) is a grant funded by the National Science Foundation (NSF). The NSF INCLUDES: SEAS Island Alliance operates in

concert with the comprehensive national INCLUDES initiative to enhance U.S. leadership in discoveries and innovations by focusing on diversity, inclusion, and broadening participation in STEM. The five-year, multi-institution program involves students from Guam, Puerto Rico, and the U.S. Virgin Islands. It aims to empower students to pursue their interest in marine and environmental sciences and increase their sense of belonging in STEM through scientific and professional development training, mentorship, family support programs, and cohort-building activities.

Each year, the Guam Hub of the Alliance at the University of Guam aims to reach high schoolers, undergraduates, bridge students, a graduate student, and one NSF INCLUDES: SEAS Island Alliance Island Fellow from Guam, the Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, and/or Commonwealth of the Northern Mariana Islands. The Workforce Fellow is a 1-year position for recent graduates of undergraduate or graduate programs in marine or environmental sciences. Competitive candidates for this position are those who consider Guam their permanent residence and are seeking to enter the local workforce in fields related to marine and environmental sciences.

Pacific Islanders and those traditionally underrepresented in marine and environmental sciences are encouraged to apply for the Island Fellow position.

Minimum Qualifications:

- Master's degree in biological sciences, environmental science, sustainability, or environmental law and/or policy from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience relevant to the position;
- Project or program coordinator experience in managing complex projects;
- Experience as a grant assistant OR experience with assisting project coordination;

Minimum Knowledge, Abilities, and Skills:

- Knowledgeable or experienced in the administrative processes and duties;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft Office (MS Word, MS Excel, and MS PowerPoint);
- Knowledge of general administrative processes and procurement systems and procedures;
- 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;
- Strong research, writing, and problem-solving skills;
- An ability to work with diverse students, faculty, and diverse partners;
- An ability to work independently and take initiative in pursuing activities that further project goals;
- An ability to meet tight deadlines;
- An 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 and travel as necessary to advance program efforts;
- Ability to interact effectively with diverse groups including the public, entrepreneurs and business owners, industry leaders, government officials, non-profit and environmental advocacy organizations, universities, and state and federal agencies;
- Ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Ability to meet tight deadlines;
- High-performing team player;
- Ability to design and implement research projects;
- Ability to communicate complex and conceptual ideas to a diverse set of groups and stakeholders;
- Ability to form and maintain formal and informal relationships across academia, government, non-profits, and the business sector;

Character of Duties:

- Fulfill NSF INCLUDES: SEAS Islands Alliance duties, such as attending national network and hub meetings and facilitating activities as requested;
- Contribute to knowledge generation, knowledge exchange and knowledge transfer activities;
- Develop planning documents, research projects, and funding proposals;
- Coordinate and facilitate meetings and workshops related to project tasks;
- Extend, transform, and apply knowledge acquired from experiences;
- 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 consultation with NSF INCLUDES SEAS Islands Alliance Principal Investigator;
- 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).

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.

- 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).