



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

February 8, 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 I
(CIS/SG NSF Navigating Home)**

(JOB # RC-23-24)

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 (must include contact information for three references), 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, 8, \$19.27 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/CIS, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Experience as a grant assistant OR experience with assisting project coordination;
- Two (2) years of clerical work involving budgeting and/or project coordination, OR combination of college credits, technical training, and/ or substantial professional level work experience; training which provides the minimum knowledge, abilities, and skills;
- Familiarity with STEM capacity building;

Minimum Knowledge, Skills, and Abilities:

- Knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft (MS) 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;
- Ability to work with diverse students, faculty, and diverse partners;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to interact effectively with diverse groups including the general public, entrepreneurs and business owners, industry leaders, government officials, non-profit and environmental advocacy organizations, universities, and state and federal agencies;
- Ability to meet tight deadlines;
- Detail and conscientious work ethic;
- Willingness to learn about a variety of topics and resourcefulness in acquiring information;
- Willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknights;

Character of Duties:

The NSF Navigating Home is a grant funded by the National Science Foundation (NSF). The NSF Navigating Home 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.

Navigating Home will support recent on- and off-island graduates who identify as Black, Hispanic, Pacific Islanders or other underrepresented groups in the geosciences and who originally hail from one of three U.S. territory Hubs (Guam, Puerto Rico, and the U.S. Virgin Islands) by placing them in new, marine, and environmental science job opportunities. Navigating Home is designed to contribute to the creation of an inclusive marine and environmental science research community that

UOG Station, Mangilao, Guam 96923

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reflects the diversity of these islands. The goals of Navigating Home are to: (1) bring back, train, and retain islanders who have Bachelor's or Master's degrees in the marine and environmental sciences, and who are interested in being part of their home island's workforce; (2) strengthen partnerships between island-based universities and their local partners through joint decision-making and co-design; (3) provide transdisciplinary training related to public engagement with science and community engagement; and (4) transform geoscience culture through these innovative strategies and partnerships, that will serve as model examples within and beyond the island communities in which they are based.

Incumbent will serve as the Extension Associate I for the NSF Navigating Home based in UOG Center of Island Sustainability/Sea Grant and will conduct grant and administrative duties with guidance from the Principal Investigator/ and Co-Principal Investigators.

This includes, but is not limited to:

- Assisting with grant administration duties including budget, procurement, and other grants/administrative requests/queries;
- Assisting with the preparation, completion, submission, and presentation of grant reports to NSF and reports to the NSF INCLUDES Alliance Backbone;
- Assisting with inquiry responses to program officer, INCLUDES Backbone, and project partners;
- Assist with facilitating student-programming activities between students, faculty, project partners, and project evaluator;
- Organizing and schedule appointments with Microsoft Office applications;
- Planning meetings and taking detailed minutes;
- Assisting with travel applications and clearances for PIs, students, and project partners;
- Develop and maintain appropriate filing systems;
- Write and distribute email, correspondence memos, letters, faxes, and forms;
- Assist in the preparation of regularly scheduled reports;
- Update and maintain office policies and procedures;
- Maintain office supplies and order as needed;
- Maintain contact lists and students tracking for the project;
- Entering and maintaining research data;
- 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

Selected candidate must provide official transcripts prior to hire date.

Work Eligibility:

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- 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.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- 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).