



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

February 14, 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 (G3 Makerspace Coordinator – CIS/Sea Grant) (JOB # RC-23-26)

Application Deadline: 11:59 p.m. on February 21, 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 1, \$19.60 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, CIS/Sea Grant, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Master's degree in Engineering from a U.S. regionally accredited institution or foreign equivalent;
OR

- Bachelor's degree in Engineering from a U.S. regionally accredited institution or foreign equivalent;
- Experienced in maintaining and repairing equipment found within makerspaces or fabrication operations;
- Experienced working with students in an academic environment and a genuine excitement for and ability to work with students, faculty, staff, and the public;
- Experienced in providing one-to-one or small group instruction on the usage and safety of makerspace equipment and software;
- Valid driver's license and reliable personal transportation;

Minimum Knowledge, Abilities, and Skills:

- Ability to work effectively with individuals, groups, and units of government;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- High skilled in Microsoft Office (Word and Excel) and ability to learn new computer applications;

Character of Duties:

The Extension Associate II will be employed with the University of Guam Center for Island Sustainability (UOG CIS) and Sea Grant (UOG SG) under the supervision of the UOG CIS & Sea Grant Director. Working closely in parallel with the G3 Circular Economy Coordinator, the incumbent will oversee the use, maintenance, and training programs associated with the makerspace equipment in the G3 Circular Economy Makerspace and Innovation Hub.

- Oversee the day-to-day operations of the makerspace in the G3 Circular Economy Makerspace and Innovation Hub at the CHamoru Village;
- Oversee safe operation of equipment, tools, and materials;
- Oversee project management for circular economy projects including the G3 Renewable Energy Demonstration Project;
- Work closely with G3 Circular Economy Coordinator to develop and implement an inventory and work production system at the G3 Circular Economy Makerspace and Innovation Hub;
- Develop and oversee a makerspace education program to introduce makers to tools and equipment in both one-on-one and group settings;
- Oversee safety and equipment training to all members and users;
- Serve as a maker resource for makerspace members and the public;
- Oversee and support the maintenance of the G3 Circular Economy Makerspace and Innovation Hub supplies and equipment, including but not limited to 3D Printers, Laser Cutters, CNC Router, power tools, etc.;
- Research, evaluate, and recommend purchases of appropriate supplies and equipment;
- Travel to and from CHamoru Village, UOG campus, and outreach events;
- All other duties as assigned;

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.

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).