



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

March 10, 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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Research Assistant II (WERI – Water Quality Laboratory)

(JOB # RC-23-31)

Application Deadline: 11:59 p.m. on March 17, 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 H, Step 1, \$12.75 per hour
Temporary, Part-Time

Benefits:

Part-Time: Social Security

Location:

WERI, Dean's Circle, University of Guam, Mangilao, Guam

Minimum Qualifications:

- High school diploma or equivalent; three years of work experience **OR** 31-90 college credits/technical training; no work experience;
- Must be familiar with invoicing, cash handling, and revenue/expense tracking practices;

Minimum Knowledge, Skills, and Abilities:

- Must be knowledgeable on principles of bookkeeping;
- Must have excellent communication skills: listening, speaking, and writing in at least English Language;

Character of Duties:

- Receive, prepare, review, and process quotations, invoices, and field receipts. Audit internal tracking numbers such as but not limited to evaluating analysis reports and report numbers;
- Review and accept customer chain-of-custody (COC) documents and sample information. Assist in sample registration and management;
- Log and track invoices for all amounts and customer payments. Prepare a statement of accounts (SOA) and execute collection efforts for unpaid invoices. Review and maintain customer/client contracts and agreements. Monitor, reconcile, and generate revenue reports promptly;
- Collect, process, and track cash, check, and credit card payments. Maintain and distribute field receipt logs. Prepare and deposit payment collections weekly. Coordinate and review processed payments with the business office;
- Address and direct customers' concerns and inquiries regarding invoices, laboratory testing or services. Maintain and update customer log and contact information;
- Perform 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).
- 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

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

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(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).