



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 16, 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 (G3 Project Coordinator)

(JOB # RC-23-36)

Application Deadline: 11:59 p.m. on March 23, 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 J, Step 1, \$14.94 – Step 8, \$19.27 per hour
Temporary, Full-Time

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:

- Bachelor's degree in Marketing, Communications, or Business Administration;
OR

Associate Degree; three years of work experience in marketing, communications, or business administration;

- Must possess a valid Driver's License;

Minimum Knowledge, Skills, and Abilities:

- Ability to work cooperatively with others and communicate effectively both orally and in writing;
- Ability to prioritize work and have excellent time management skills;
- Ability to problem-solve and be detail-oriented;
- Proficiency in Microsoft Office Suite and Microsoft Teams;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Ability to execute and manage projects;
- Knowledgeable about United Nations Sustainable Development Goals (UN SDGs);
- Knowledgeable about workforce development and capacity building strategies;
- Ability to run social media marketing campaigns, e-newsletters, and employing other marketing strategies;
- 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 work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Ability to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;
- Perform other duties as assigned;

Character of Duties:

- Develop and maintain relationships with the businesses, government agencies, and nonprofits;
- Conduct educational outreach targeting various audiences for the purposes of informing the community about marine, environmental, and sustainability sciences;
- Assist with training on outreach activities for UOG Sea Grant staff, interns and other program staff as requested;
- Coordinate island beautification events for G3 with the MCOG
- Coordinate program activities for G3 Capacity Building Programs including the G3 Conservation Corps and G3 KUPU Corps;
- Assist in marketing and communicating G3 Conservation Corps and G3 KUPU Corps activities through various media (social media, videos, photos, e-newsletters, etc.);
- Perform administrative duties for the G3 Conservation Corps and G3 KUPU Corps including but not limited to timesheets, personnel memos, data management, and procurement;
- Coordinate with KUPU admin with applicant vetting and follow ups;
- Coordinate with KUPU management team with vetting host site applications and address follow-ups as needed;

UOG Station, Mangilao, Guam 96923

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

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- Present/facilitate program logistics, service day(s), etc. for G3 KUPU Corps members;
- Coordinate and plan for special speakers to present on community programs and events to G3 KUPU Corps members;
- Research and coordinate additional professional development training opportunities for G3 KUPU Corps members throughout duration of the program;
- Serve as first contact for any inquiries related to KUPU employees and government agencies;
- Conduct monthly check-in meeting with KUPU members;
- All 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 (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

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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).