



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

May 12, 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

Extension Assistant II (GROW)

(JOB # RC-23-45)

Application Deadline: 11:59 p.m. on May 19, 2023 (Chamorro Standard Time / UTC +10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal <https://www.uog.peopleadmin.com> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade H, Step 2, \$13.23 – Step 6, 15.36 per hour
Temporary, Part-Time

Benefits:

Part-Time: Social Security

Location:

ORSP, University of Guam, Mangilao, Guam

Minimum Qualifications:

- High school diploma or equivalent; three years of work experience **OR** 31-90 college credits; no work experience;
- One (1) year of experience in conducting education and outreach presentations in environmental conservation topics to diverse groups;

- One (1) year of experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data;

Minimum Knowledge, Skills, and Abilities:

- Strong industry knowledge (i.e., environment, conservation, sustainability);
- Excellent communication and interpersonal skills;
- Strong organizational and management skills;
- Strong research, writing, and problem-solving skills;
- Ability to pay attention to detail and have a conscientious work ethic;
- Ability to work with diverse populations;
- Ability to work independently and take initiative in pursuing activities that further project goals;
- Ability to meet tight deadlines;
- 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;

Character of Duties:

A candidate for this position will perform the following duties:

- Assist with the maintenance of the Guam Restoration of Watersheds (GROW) nursery and other nursery space utilized for UOG Sea Grant projects;
- Assist with identifying and collecting appropriate seeds and seedlings for propagation;
- Propagation of native plants and appropriate species for planting events;
- Establish and maintain sound working relationships with watershed and aquaculture partners, including residents, community groups, federal, state and local agencies;
- Assist in building public awareness and community engagement through outreach efforts related to watershed and aquaculture. This includes developing and disseminating outreach materials to stakeholders at venues such as community events, classrooms, and networking meetings with partners and individuals;
- Assist with the development of future watershed plans and efforts through the collection and analysis of land use and resource information, identification and clarification of stakeholder concerns, establishment of goals, and supporting locally initiated strategies;
- Assist with water quality monitoring at project sites as needed;
- Assist with UOG Sea Grant aquaculture/aquaponics activities;
- Assist with reporting to funding agencies, including data collection and writing;
- Perform 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.

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.

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 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).