



# 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**

**Project Associate (MARC)**

**(JOB # RC-23-47)**

**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 at <https://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](mailto:rcuoghr@triton.uog.edu)

**Salary**

Grade M, Step 1, \$19.60

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:**

MARC, University of Guam, Mangilao, Guam

### **Minimum Qualifications:**

- Bachelor's degree and technical training and/or substantial professional level work experience relevant to the position **OR** Master's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) years of experience relevant to the positions **OR** technical training, and substantial professional level work experience;
- Must possess a Federal Aviation Administration (FAA) Part 107b Certification;

### **Minimum Knowledge, Skills, and Abilities:**

- Ability to communicate effectively, orally and in writing;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work flexible hours, including weekends and evenings, as needed;
- Ability to create and organize social media posts, including original content and video production;
- Ability to lead the design of email blasts and assist with content creation and calendar management;
- Ability to maintain the NASA Guam Space Grant website using OMNICMS;
- Ability to create audience appropriate materials for STEM workshops as required;
- Ability to perform regular reporting and analytics across all platforms to inform strategy;
- Ability to plan, develop, coordinate, and implement federally funded projects and programs;
- Ability to maintain records and prepare reports;
- Have experience in building and nurturing excellent interdepartmental relationships, liaise well with colleagues, and execute work together;
- Be familiar with STEM capacity building;
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint);
- Proficiency in Adobe Creative Suite;

### **Character of Duties:**

- Assist with liaising with associations/foundations/NGOs;
- Assist with the writing, design, and reporting of direct/digital campaigns and promotional materials;
- Assist in directing social media and website management for NASA Guam Space Grant that promotes STEM, research opportunities, science symposiums, and relevant webinars;
- Assist the Associate Director of NASA Guam Space Grant with talking points, market research, and media interaction;
- Coordinate with respective accounting departments for the disbursement of stipends and other funds;
- Coordinate the UOG Drone Corps program, including communicating with students, leading outreach events, and assisting in grant management;
- Leads in the creation, management, and maintenance of social media content (Facebook, Twitter, Instagram) for NASA Space Grant Guam;

UOG Station, Mangilao, Guam 96923

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

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- Lead communications planning for the NASA Guam Space Grant programs, such as the University Research Internship and UOG Drone Corps ensuring clear and effective communications of these core program developments;
- Plan, coordinate, and lead or assist in the delivery of outreach projects and initiatives in schools or community groups (ex. Museums);
- Support in the writing and contribution of articles for academic journals
- 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 (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,

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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).

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