



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

July 03, 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 Assistant I (Sea Grant)

(JOB # RC-23-51)

Application Deadline: 11:59 p.m. on July 10, 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

Salary

Grade E, Step 1, \$12.37 to Step 5, \$14.36 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, University of Guam, Mangilao, Guam

Minimum Qualifications:

- High school diploma or equivalent;

- One (1) year of work experience **OR** 30-90 college credits **OR** a combination of college credits, technical training, and/or substantial professional level work experience;

Minimum Knowledge, Skills, and Abilities:

A candidate for this position will be able to demonstrate:

- Experience in conducting education and outreach presentations in environmental conservation topics to diverse groups;
- Experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data;
- 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;
- Ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, Snapchat, YouTube);
- Attention to detail and conscientious work ethic;
- Excellent communication and interpersonal skills;
- Strong industry knowledge (i.e., environment, conservation, sustainability);
- Strong organizational and management skills;
- Strong research, writing, and problem-solving skills;
- 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 be able to perform the following duties:

- Conduct outreach targeting various audiences for the purposes of informing the community about healthy coastal ecosystems, impacts to coral reefs and marine organisms, watershed restoration, energy, sustainability, recycling, sustainable fisheries and aquaculture, resilient communities and economies, and the Micronesia Challenge, etc.;
- Contribute events and activities data to database for extension and outreach activities (i.e., organizing sign in sheets for every activity based on the type of outreach conducted);
- Cultivate relationships with partners and stakeholders for the purposes of conducting needs assessments, leveraging resources, and expanding Sea Grant service delivery;
- Assist with developing and implementing extension (informal education) activities or events, including planning, participant recruitment, promotion, evaluation, and participant follow-up;
- Assist with training on extension and outreach activities for UOG Sea Grant staff, interns and other program staff as requested. (Topics will vary depending on training needs, e.g., coral reefs, natural resources, watersheds, recycling, energy monitoring, etc.);

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.

- Assist with development of outreach materials targeting various audiences for the purposes of informing the community about healthy coastal ecosystems, impacts to coral reefs and marine organisms, watershed restoration, energy, sustainability, recycling, etc.;
- Assist with developing content for extension (informal education) activities;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets;
- 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).