



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

July 18, 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

Associate Director (Communications & Engagement – CIS/Sea Grant) (JOB # RC-23-54)

Application Deadline: 11:59 p.m. on July 25, 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

\$75,538 per annum

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:

CIS and Sea Grant, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Marketing, Communications, or related discipline from a U.S. regionally accredited institution or foreign equivalent;
- Ten (10) years of relevant experience in marketing, communications, supervisory, and management;
- Six (6) years of professional supervisory and management experience;

Minimum Knowledge, Skills, and Abilities:

- Ability to communicate and work effectively with the public, students, and employees;
- Strong verbal and written communication skills, with the ability to convey complex technical information in a manner that is easy for others to understand;
- Excellent writing skills and communication skills;

Character of Duties:

This position assists the Director and management team in the overall management and administrative direction of all aspects of communication and engagement for the unit and its many programs. This position is generally responsible for the management of all communications for the Center of Island Sustainability (CIS) and Sea Grant and NSF Navigating Home. This position assists the Director and other management leads in strategy, development, and publication of communications engagement initiatives. This position is responsible for structuring communications campaigns to achieve long-term and short-term organizational goals. This position also assists in the analysis of the effectiveness of and establishes future direction for functional policies and programs as well as supervises all science communication staff. This position reports to the CIS Director.

- Directs strategy, development, and publication of communications initiatives by structuring communications campaigns to achieve long-term and short-term organizational goals;
- Defines communication strategies for organizational initiatives and oversees media relations to ensure consistency of messages and materials;
- Serves as part of the unit's leadership team;
- Leads the strategic planning for assigned areas and assists the Director and Associate Director for Operations and Development in developing and implementing the overall unit strategic plan;
- Establishes performance goals and measures to evaluate success of assigned area of responsibility;
- Assists leadership team in formulating and implementing policies and procedures;
- Oversees the day-to-day operations of assigned area;
- Supervises communication employees. Provides guidance and direction to staff involved in unit services and programs;
- Responsible for ensuring that all programs, activities, and series comply with university, state, and federal regulations;
- Responsible for maintaining an inclusive working environment that is free from discrimination and harassment;

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.

- Perform other duties as assigned by the Director or other appropriate administrator of the units assigned to;

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, 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).