



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

January 19, 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

Grant Support Assistant III (Core Team – Human Resources)

(JOB # RCSH-23-08)

Application Deadline: Position Open Until Filled

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 E, Step 2, \$10.53 to Step 4, \$11.34 per hour
Temporary, Student, Part Time

Benefits:

Part-Time: Social Security

Location:

Dean's Circle House #24, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Current UOG student with 60 or more credits pursuing a degree in Business Administration with a concentration in Human Resources Management or closely related field;

Minimum Knowledge, Skills, and Abilities:

- Strong organizational skills with the ability to multi-task;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Ability to execute and manage projects with deadlines;
- Ability to work cooperatively with others and communicate effectively both orally and in writing;
- Proficiency in Microsoft Office Suite, Microsoft Teams, and Zoom;
- Knowledge of use of office equipment, such as printer, scanner, typewriter, and copier machines;

Character of Duties:

The Grant Support Assistant III will work with RCUOG Human Resources Specialists and other departments across campus. This includes, but is not limited to:

- Assist with managing HR databases such as employee records, application tracking, job announcement log, and benefits tracking;
- Assist with the creation of job announcements and posting to hiring sites;
- Assist formatting interview questions for EEO approval;
- Assist with the applications rating process;
- Assist with the hiring and onboarding process;
- Drafting/creating personnel actions for processing;
- Prepare hire/renewal memos and other memos related to recruitment;
- Assist with HR filing for active and inactive employees, documents, and recruitments;
- Assist with posting on RCUOG social media outlets (Facebook & Instagram);
- Other duties 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

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.

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).