



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

October 23, 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 Associate I (ORSP – NASA EPSCoR)**

**(JOB # RC-24-06)**

**Application Deadline:** 11:59 p.m. on October 27, 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 J, Step 1, \$18.23 – Step 5, \$21.15 per hour

Temporary, Part-Time, 39 hours per week

**Benefits:**

Part-Time: Social Security, Medical and Dental Insurance

**Minimum Qualifications:**

- Bachelor’s degree in Business or Public Administration from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience relevant to the position **OR** a combination of college credits, and/or substantial professional level of work experience;

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

- Good verbal and written skills;
- Ability to communicate effectively;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work flexible hours, including weekends and evenings, as needed;
- Ability to work with an interdisciplinary team;

### **Character of Duties:**

- Carry out the duties of an Extension Associate by being primarily responsible for the administrative duties;
- Ensure finances are used according to the timeline and objectives listed in the grant;
- Prepare any necessary paperwork needed to carry out the objectives of the grant (personnel, procurement, travel, sub-awards, etc.);
- Supervise program assistants to ensure that the administrative needs are met for stakeholders and partners;
- Assist with the coordination of outreaches, presentations, and reporting with the grant guidelines;
- Assist with survey/questionnaire design and data collection for agricultural marketing research project;
- 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

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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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).

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