



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

November 07, 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 Assistant II (G3 Circular Economy Education Assistant) (JOB # RC-24-09)**

**Application Deadline:** 11:59 p.m. on November 14, 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 H, Step 1, \$15.56 – Step 5, \$18.05 per hour  
Temporary, Part-Time, 39 hours per week

**Benefits:**

Part-Time: Social Security

**Minimum Qualifications:**

- High school diploma or equivalent;
- Three years of work experience **OR** 31-90 college credits **OR** combination of work experience, college credits, and/or training;

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

- Knowledge and experience in circular economy and working with tools, equipment, and software associated with fabrication operations or makerspaces;
- Experience in using makerspace equipment for fabrication operations;
- Experience working in communications and/or marketing;
- Experience in providing one-to-one or small group instruction on the usage and safety of makerspace equipment and software;
- Demonstrate excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Ability to demonstrate effective interpersonal, communication, and customer service skills, including both verbal and written communication;
- Ability to work cooperatively with others;
- Ability to work with students in an academic environment including faculty, staff, and the public;
- Ability to interact effectively with diverse groups including the general public, entrepreneurs and business owners, industry leaders, government officials, non-profit and environmental advocacy organizations, universities, and state and federal agencies;
- Ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Ability to work a flexible schedule including evenings and/or weekends on an as-needed basis. Normal schedule may be afternoon/evening shift;
- Ability to support and maintain an active schedule of workshops, trainings, and remote learning activities;
- Ability to work in a fast-paced multi-dimensional work environment;

### **Character of Duties:**

- Maintain and support the day-to-day operations of the Guam Green Growth (G3) Circular Economy Makerspace and Innovation Hub Green Store;
- Provide customer service, visual marketing, production assembly, marketing, social media content creation, and website maintenance;
- Educate makerspace users on the circular economy and usage of equipment, tools, and materials;
- Assist in instruction of workshops, classes, and tours;
- Assist in providing safety and equipment training to all members and users;
- Serve as a maker resource for the Makerspace and the public;
- Maintain and support G3 Circular Economy Makerspace and Innovation Hub supplies and equipment, including but not limited to Precious Plastic Machines, Computerized Numerical Control (CNC) Machines, etc.;
- Assists in educational community outreach activities;
- Assists in developing lessons, products, and trainings utilizing the equipment and supplies of the G3 Circular Economy Makerspace and Innovation Hub;
- All other duties assigned;

UOG Station, Mangilao, Guam 96923

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The Research Corporation of the University of Guam is an equal opportunity employer and provider.

### **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).