



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

November 29, 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

Grant Assistant III (ORSP – CIS/Sea Grant)

(JOB # RC-24-12)

Application Deadline: 11:59 p.m. on December 06, 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 I, Step 1, \$16.77 – Step 5, \$19.46 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%.

Minimum Qualifications:

- High school diploma or equivalent two (2) semester courses in Public or Business Management/Administration from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) years of experience as a Grant Assistant I **OR** one (1) year of experience as Grant Assistant II **OR** three (3) years of staff involving grants, personnel, budget, and other management operations work experience **OR** any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;
- Must have a valid Guam Driver's License;

Minimum Knowledge, Skills, and Abilities:

- Demonstrate experience as a grant assistant or office administrative assistant;
- Knowledge of office management, procurement systems, and procedures;
- Knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft (MS) Office (MS Word, MS Excel and MS PowerPoint);
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Excellent time management skills and ability to prioritize work;
- Strong organizational skills with the ability to multi-task;

Character of Duties:

Incumbent will serve as a Grant Assistant III for the University of Guam (UOG) Sea Grant Program and will conduct grant and administrative duties with guidance from the Director, Associate Director, the Program Leader, and the Program Associate. This includes, but is not limited to:

- Assist in the preparation of regularly scheduled reports;
- Assist in coordination of meetings and events and take detailed minutes;
- Assist with grant administration duties including budget balances and procurement;
- Assist in updating records of Sea Grant accounts, budget sheets, inventory of equipment and supplies, as needed;
- Create and update records ensuring accuracy and validity of information;
- Coordinate with other departments/units to ensure compliance with established policies (i.e. Office of Research and Sponsored Programs (ORSP), Research Corporation of the University of Guam (RCUOG), University of Guam (UOG), etc.);
- Organize office and assist Sea Grant team in ways that optimize procedures;
- Prepare purchase requisitions, purchase orders, travel authorizations, direct payment memos, receiving reports, and bill payments for services, contracts and subscriptions;
- Maintain office upkeep and cleanliness;
- Maintain trusting relationships with Sea Grant partners, vendors, contractors, and colleagues;
- Maintain Sea Grant calendars for conference room, Sea Grant events and truck;
- Maintain contact lists for Sea Grant partners;
- Monitor level of office supplies and handle shortages;

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

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- Resolve office-related malfunctions and respond to requests or issues;
- Route documents to appropriate offices for further action;
- Sort and distribute communications in a timely manner;
- Perform receptionist duties;
- Perform 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 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,

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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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