



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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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

Extension Assistant II (Conservation Technician) (SGSWCD) (JOB # RC-24-15)

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 H, Step 1, \$15.56 – Step 10, \$21.35 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) and a half years of work experience **OR** 75 college credits **OR** a combination of work experience, college credits, and/or training;
- Must have a valid Guam Driver's License and access to a vehicle;

Minimum Knowledge, Skills, and Abilities:

- Good communication skills;
- Knowledgeable in Agriculture, Natural Environment, and Natural Resources;

Character of Duties:

The Southern Guam Soil and Water Conservation District (SGSWCD) seeks an Extension Assistant II (Conservation Technician) who feels passionate about protecting Guam's soil and water resources and promoting conservation stewardship. As an Extension Assistant II (Conservation Technician), you will collect and gather data of soil and water conservation activities, provide outreach and technical assistance to agricultural producers, and increase farmers' and ranchers' knowledge of the local and federal conservation programs. The Natural Resource Extension Assistant II (Conservation Technician) must be able to work independently, be self-motivated, reliable, and trustworthy, and able to work outdoors in natural or agricultural surroundings.

- Employees under this category generally carry out outreach, field and/or office work that requires little supervision;
- Employees may carry out more detailed work that requires writing, data collection, or reporting duties;
- Work with partner agencies on hosting public outreach of soil and water conservation programs;
- Assist with conservation planning for resource concerns by producers;
- Assist in conservation project evaluations for contract implementation;
- Assist the Southern Guam Soil and Water Conservation District (SGSWCD) board with office duties and light housekeeping;
- Attend local agricultural group meetings and Soil and Water Conservation District (SWCD) board meetings and events;
- Attend training or conferences that may require travel;
- Effectively communicate and interact with the public, commercial growers, ranchers, and other public agencies;
- Prepare monthly reports to present at the Southern Guam Soil and Water Conservation District (SGSWCD) board meetings;
- 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 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).