



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

January 03, 2024

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 (ORSP – CIS/Sea Grant)

(JOB # RC-24-29)

Application Deadline: 11:59 p.m. on January 10, 2024 (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 8, \$20.06 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 and a half years of work experience **OR** 75 college credits, **OR** combination of work experience, college credits, and/or training;
- Provide 3 or more hardcopies or URL links to samples of communications work (e.g., writing samples, websites, social media accounts, videos, etc.);

Preferred Qualifications:

- Associate degree in Communications **OR** 1-2 years of equivalent work experience in marketing, media, and/or production;
- Proficiency in Adobe Creative Suite applications;
- Proficiency in photography, videography, graphic design, and web-development;
- One or more years of experience in communications, journalism, and/or marketing;
- Strong understanding of scientific research methods and principals;

Minimum Knowledge, Skills, and Abilities:

- Experience working in communications, journalism, and/or marketing;
- Familiarity with scientific research methods and principles;
- Familiarity with science communication strategies and techniques;
- The ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, Snapchat, YouTube);
- Strong research, writing, and problem-solving skills;
- Strong graphic design skills;
- An ability to work with diverse populations;
- An ability to work independently and initiative in pursuing activities that further project goals;
- An ability to meet tight deadlines;
- An attention to detail and conscientious work ethic;
- A willingness to learn about a variety of topics and resourcefulness in acquiring information;
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and weeknights;

Character of Duties:

A candidate for this position will be able to perform the following duties:

- Assist in developing content and implementing strategies for publicizing research and outreach activities to scientific communities and the general public;
- Assist in gathering, preparing, and disseminating written and graphic communications through a variety of print and electronic outlets, including email, press releases, social media, newsletters, brochures, impact reports, factsheets, video content, and other projects;
- Assist in managing a variety of social media accounts and providing web support for project websites;
- Assist with developing content for extension (informal education) activities;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, and updating budget sheets;
- Perform all other duties as assigned;

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.

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).