



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

February 12, 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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Extension Associate II (School of Health – GWEP)**

**(JOB # RC-24-34)**

**Application Deadline:** 11:59 p.m. on February 19, 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](mailto:rcuoghr@triton.uog.edu)

**Salary**

Grade M, Step 1, \$23.91 – Step 10, \$32.82 per hour

Temporary, Part-Time, Must work minimum 20 hours per week; No more than 39 hours per week.

**Benefits:**

Part-Time: Social Security, Medical and Dental Insurance

**Minimum Qualifications:**

- Master’s degree in Social Work from a U.S. regionally accredited institution or foreign equivalent;
- Experience in academic program accreditation coordination;

**Preferred Qualifications:**

- Licensed Master of Social Work with a current unencumbered Guam License;

### **Character of Duties:**

This position requires complex professional-academic social work administration. The Extension Associate II will perform the full range of complex professional duties in one or more specialized program areas of the Bachelor of Social Work degree program and its community engagement with Guam/Micronesia Workforce Enhancement Program.

- Provides administrative support to Division of Social Work and the BSW program, to include faculty, adjunct faculty, BSW and pre-BSW students pre-BSW and BSW students;
- Assists faculty with academic advising of students;
- Answers inquiries from potential social work students and the public concerning all matters pertaining to the BSW program;
- Assists in updating policies and procedures contained in the BSW Program Handbook;
- Assists in regional outreach to students from throughout the Micronesian region;
- Assists in the assessment of student learning of the BSW program in the explicit and implicit social work curricula. Collects data, summarizes information, and prepares drafts related to professional accreditation matters;
- Initiates development and maintains contacts with BSW alumni for the purpose of professional career assessment and data tracking;
- Assists faculty in teaching when appropriate;
- Participates in presenting BSW orientation and related program workshops, assists in preparing and developing social work curricula materials and teaching aids;
- Prepares technical reports and memoranda as required;
- Spans and maintains organizational relationships;
- Conduct Geriatric or ADRD Training for Health Professionals, Health Professional students, and Community members;
- 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.

UOG Station, Mangilao, Guam 96923

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

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

- 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).