



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

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 FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Extension Associate I (ORSP – NSF INCLUDES)

(JOB # RC-24-35)

Application Deadline: Position Open Until Filled

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.

Salary

Grade J, Step 1, \$18.23 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:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of clerical work involving budgeting and/or project coordination, **OR** combination of college credits, technical training, and/ or substantial professional level work experience; training which provides the minimum knowledge, abilities, and skills;
- Possess a valid Guam Driver’s License;

Minimum Knowledge, Skills, and Abilities:

- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft Office (MS Word, MS Excel, and MS PowerPoint);
- Knowledge of general administrative processes and procurement systems and procedures;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;
- Strong research, writing, and problem-solving skills;
- An ability to work with diverse students, faculty, and diverse partners;
- 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;
- An ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take 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, and travel as necessary to advance program efforts;

Character of Duties:

The NSF INCLUDES: SEAS Island Alliance (National Science Foundation Inclusion Across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science: Supporting Emerging Aquatic Scientist Island Alliance) is a grant funded by the National Science Foundation (NSF). The NSF INCLUDES: SEAS Island Alliance operates in concert with the comprehensive national INCLUDES initiative to enhance U.S. leadership in discoveries and innovations by focusing on diversity, inclusion, and broadening participation in STEM.

The five-year, multi-institution program involves students from Guam, Puerto Rico, and the U.S. Virgin Islands. It aims to empower students to pursue their interest in marine and environmental sciences and increase their sense of belonging in STEM through scientific and professional development training, mentorship, family support programs, and cohort-building activities. Each year, the Guam Hub of the Alliance at the University of Guam aims to reach high schoolers, undergraduates, bridge students, a graduate student, and one NSF INCLUDES: SEAS Island Alliance Island Fellow from Guam, the Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, and/or Commonwealth of the Northern Mariana Islands.

Incumbent will serve as the Extension Associate I for the NSF INCLUDES: SEAS Islands Alliance based in UOG CIS/Sea Grant and will conduct grant and administrative duties with guidance from the PI and Co-PIs. This includes, but is not limited to:

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- Assisting with grant administration duties including budget, procurement, and other grants/administrative requests/queries;
- Assisting with the preparation, completion, submission, and presentation of grant reports to NSF and reports to the NSF INCLUDES Alliance Backbone;
- Assisting with inquiry responses to program officer, INCLUDES Backbone, and project partners;
- Assist with facilitating student-programming activities on and off-campus between students, faculty, project partners, and project evaluator;
- Organizing and schedule appointments with Microsoft Office applications;
- Planning meetings and taking detailed minutes;
- Assisting with travel applications and clearances for PIs, students, and project partners;
- Develop and maintain appropriate filing systems;
- Write and distribute email, correspondence memos, letters, faxes, and forms;
- Assist in the preparation of regularly scheduled reports;
- Update and maintain office policies and procedures;
- Maintain office supplies and order as needed;
- Maintain contact lists and students tracking for the project;
- Entering and maintaining research data;
- 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

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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).

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