



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 06, 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 Assistant II (CNAS – CES/4-H GDOE)

(JOB # RC-24-38)

Application Deadline: 11:59 p.m. on March 13, 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.

Salary

Grade H, Step 1, \$15.56 – Step 3, \$16.76 per hour
Temporary, Part-Time, up to 39 hours per week

Benefits:

Part-Time: Social Security

Minimum Qualifications:

- High school diploma or equivalent;
- Two and a half (2.5) years of work experience **OR** 75 college credits **OR** a combination of college credits, work experience, and/or training;

Minimum Knowledge, Skills, and Abilities:

- Excellent interpersonal and communication skills with youth, adults, and families;
- Ability to make sound decision-making and strong problem-solving skills;
- Knowledge in Microsoft Office applications;

Character of Duties:

The target audience of this program includes, but is not limited to, youth audiences including the 4-H community (youth, families, club leaders), extension staff members working with youth audiences, youth agency personnel, and volunteers who work with youth in other community settings and programs that have a youth component (e.g. STEM education, nutrition, community horticulture, military 4-H programs, afterschool, or in-school 4-H programs).

- Conduct/coordinate multi-community-based extension, education, and applied research programs to build the capacity of youth and adults that are consistent with the following Guam 4-H mission mandates:
 - Stem Education
 - Citizenship and Leadership
 - Healthy Living
 - Agriculture
- Initiate programming efforts to support the University of Guam Cooperative Extension Family and Youth Initiative;
- Assist in leadership and coordination for youth development programs in Micronesian communities;
- Assist with 4-H program leadership which includes program planning, development, implementation and evaluation, volunteer development, interagency collaboration, professional development, and resource development;
- Provide support, guidance, and direction to 4-H community-based programs;
- Work with stakeholders which may involve some meetings that may occur after normal working hours and/or weekends at off-site locations;
- 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

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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).