



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 11, 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

Grant Assistant II (ORSP – CIS/Sea Grant)

(JOB # RC-24-41)

Application Deadline: 11:59 p.m. on March 18, 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 5, \$18.05 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 (2.5) years of work experience **OR** 75 college credits, **OR** combination of work experience, college credits, and/or training;
- Must have a valid Guam Driver’s License;

Preferred Qualifications:

- One (1) year of experience as Grant Assistant I;
OR
Three (3) years of staff work involving grants, personnel, budget, and other management operations work experience **OR** any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;
- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- College coursework in accounting or related field; **OR** any relevant equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;

Minimum Knowledge, Skills, and Abilities:

- Demonstrate experience as a grant assistant or office administrative assistant;
- Knowledge of office management, procurement systems, and procedures;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft Office (MS Word, MS Excel and MS PowerPoint);
- 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;

Character of Duties:

Incumbent will serve as a Grant Assistant II for the University of Guam (UOG) Sea Grant Program and will conduct grant and administrative duties with guidance from the Director, Associate Director, the Program Leader, and the Program Associate. This includes, but is not limited to:

- Organize office and assist Sea Grant team in ways that optimize procedures;
- Sort and distribute communications in a timely manner;
- Create and update records ensuring accuracy and validity of information;
- Assist in coordination of meetings and events and take detailed minutes;
- Monitor level of office supplies and handle shortages;
- Maintain office upkeep and cleanliness;
- Resolve office-related malfunctions and respond to requests or issues;
- Coordinate with other departments/units to ensure compliance with established policies (i.e. ORSP, RCUOG, UOG, etc.);
- Maintain trusting relationships with Sea Grant partners, vendors, contractors, and colleagues;
- Maintain Sea Grant calendars for conference room, Sea Grant events and truck;
- Prepare purchase requisitions, purchase orders, travel authorizations, direct payment memos, receiving reports, and bill payments for services, contracts and subscriptions;
- Route documents to appropriate offices for further action (to include drop-offs as needed);
- Assist in the preparation of regularly scheduled reports;
- Maintain contact lists for Sea Grant partners;

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.

- Perform receptionist duties;
- Assist with grant administration duties including budget balances and procurement;
- Assist in updating records of Sea Grant accounts, budget sheets, inventory of equipment and supplies, as needed;
- All other duties as assigned;

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).