



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

July 16, 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 – CIS/Sea Grant)

(JOB # RC-24-83)

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.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade J, Step 1, \$18.23 – Step 10, \$25.02 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%.

Location:

ORSP, Sea Grant, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Biological Science, Environmental Science, Sustainability, or Environmental Law and/or Policy from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience relevant to the position;

Preferred Qualifications:

- Experience as a project or program coordinator managing complex projects;
- Experience as a grant assistant or experience with assisting project coordination;
- Knowledgeable or experienced in the administrative processes and duties;

Minimum Knowledge, Skills, and Abilities:

- Knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in MS 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;
- 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;
- 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 work with diverse students, faculty, and diverse partners;
- An ability to work independently 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 Center for Community Energy and Environmental Justice (CCEEJ) is one of the Environmental Protection Agency's (EPA) Environmental Justice Thriving Communities Technical Assistance Centers (TCTAC). Environmental and energy justice are integral components to protect human health and the environment, particularly in underserved, rural, remote, tribal, and indigenous communities. Building capacity in and providing technical support and assistance for communities often most vulnerable and affected by environmental challenges is essential to address environmental health and justice challenges.

UOG Station, Mangilao, Guam 96923

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

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In partnership with San Diego State University (SDSU) and Arizona State University (ASU), University of Guam (UOG) Center for Island Sustainability (CIS) and Sea Grant (SG) will use CCEEJ as an avenue to empower communities in EPA's Region 9 by providing critical services to qualified community organizations. These services will provide eligible community organizations with the skills, support and capacity they need to meet community defined priorities with community-driven actions and participate meaningfully in decision-making processes in areas related to energy and environmental justice. To effectively deliver critical services, UOG CIS and SG will support our partners meet the following objectives:

- (1) Engage in outreach and partnership building efforts with communities CCEEJ will serve;
- (2) Develop resources to share across the network and serve community needs;
- (3) Transfer knowledge and build community capacity; and
- (4) Evaluate, adapt, and innovate our approached to best serve our community partners;

Incumbent will serve as the Extension Associate I for the Center for Community Energy and Environmental Justice program based in UOG Center of Island Sustainability/Sea Grant and will conduct grant and administrative duties with guidance from the Principal Investigator (PI)/ and Co-Principal Investigators (Co-PI).

This includes, but is not limited to:

- 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 SDSU and reports to UOG CIS and SG;
- Assisting with inquiry responses to program officer, PIs, and project partners;
- Organizing and schedule appointments with Microsoft Office applications;
- Planning meetings and taking detailed minutes;
- Develop and maintain appropriate filing systems;
- Write and distribute email, correspondence memos, letters, faxes, and forms;
- Assist in the preparation of regularly scheduled reports;
- Entering and maintaining program related data (budget, intake forms, outreach, etc.);
- 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

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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).