



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

December 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

Grant Assistant III (ORSP)

(JOB # RC-25-17)

Application Deadline: 11:59 p.m. on December 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

Salary

Grade I, Step 1, \$16.77 per hour – Step 5, \$19.46 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;
- Three (3) years of office related work experience in federally funded grant support related duties **OR** 90 college credits **OR** any equivalent combination of experience and training, which provides the minimum knowledge, skills and abilities;

Preferred Qualifications:

- Associate's degree from a U.S. regionally accredited institution or foreign equivalent;

Minimum Knowledge, Skills, and Abilities:

- Knowledge of word processor capabilities;
- Knowledge of standard or appropriate specialized secretarial practices and procedures;
- Ability to design or modify and implement appropriate office practices, procedures, and systems;
- Ability to use initiative and judgment in handling office matters;
- Ability to interpret and apply pertinent organizational, procedural regulations, and other work guidelines and requirements;
- Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems;
- Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness;
- Ability to work effectively with employees and the public;
- Ability to communicate effectively, orally, and in writing;
- Ability to maintain records and prepare routine reports;
- Skill in the operation of word processing user software or equipment;
- Skill in typing at a prescribe rate of speed;
- Skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports, or documents;

Character of Duties:

- Responsible for assisting the Project Manager on the day-to-day administrative operations for the Office of Research and Sponsored Programs (ORSP) components;
- Prepare purchase orders, payments, and petty cash vouchers;
- Prepare travel arrangements/clearances for members;
- Maintain record keeping and file and data management;
- Develop and implement office management procedures, practices, and systems;
- Take and transcribe minutes of official meetings and prepares summary of meetings;
- Assist visitors and/or incoming callers; provide information, channels complaints or inquiries to proper sources; use judgment in handling problems;
- Independently handle office details and prepare material for meetings for superior;
- Establish and maintain various files for fast and easy maintenance and retrieval;
- May supervise typing and clerical personnel;
- Ensure all Official vehicles documents are up to date; schedule with maintenance if any repairs are needed;
- Perform other duties as assigned;

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.

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 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).