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ANNOUNCEMENT

April 19, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 053-18

Position Title
RESEARCH ASSISTANT I

Hourly Range: Step 1 \$8.36 - Step 10 \$11.88 per hour

Opening Date: April 19, 2018
Closing Date: Continuous Until Filled

Location:
Research and Sponsored Programs/Water and Environmental Research Institute (WERI)

MINIMUM QUALIFICATIONS:

High School Diploma or General Education Development (GED) equivalent.
Currently enrolled at the University of Guam

PREFERRED QUALIFICATION:

Experience with web development and use of Office and Multimedia applications.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Must be reliable, organized, accurate record keeping and data transcribing, computer literacy, spreadsheet data compilation, and organization skills. Abilities to learn web development and use of Office and Multimedia applications.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Guam Hydrologic Survey (GHS) Program Manager, the Research Assistant I will assist Water and Environmental Research Institute (WERI) researchers in all aspects of on-going project entitled: Guam Hydrologic Survey (GHS) Program. Duties include assisting with acquiring, compiling, and organizing hydrologic data, and uploading data to the GHS website. Other tasks include assisting with organizing web files, scanning documents into pdf files, converting word documents, and scanning images/figures/maps into JPEG or Portable Network Graphics (PNG). The Research Assistant I will assist with using web development applications and web-page programming languages: MS Applications; languages-html, Cascading Style Sheets (CSS), and Hypertext Preprocessor (PHP). Additional tasks include assisting with developing multimedia for editing images and mp4 videos. The Research Assistant I will assist with creating excel spreadsheets to build attribute tables for documents, map, and image/photo database submitted by researchers. The Research Assistant I will assist researchers in field work activities including data collection and the analyzing of data, and preparing charts and graphs. Perform other related duties as assigned.

EDUCATION:

Applicants claiming degree or credit hours are required to provide an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes 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.

RESEARCH ASSISTANT I # 053-18

In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

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 University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order 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.

HOW TO APPLY:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located in the Administration Building, between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday except weekends and holidays. Applications may be obtained from this office, or the HRO website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's Campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links.)

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

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, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer