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ANNOUNCEMENT

May 17, 2018

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

Announcement No. 059-18

Position Title
RESEARCH ASSOCIATE III

Salary Rate:

UGPP/N-01, \$45,014.00 Per Annum

Opening Date: May 17, 2018

Closing Date: May 31, 2018

Location:

College of Natural & Applied Sciences/Western Pacific Tropical Research Center

MINIMUM QUALIFICATION:

Master's Degree with three (3) years relevant and related work experience.

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.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of computer programs which aid in organization and implementation of projects and other programs. Must be able to organize and plan projects and events. Must have the ability to estimate costs associated with projects and anticipate project budget requirements for future program needs. The Research Associate III position requires a high level communication skill both oral and written in working with consultants, participants, and secondary target audiences. Knowledge and skills in planning scheduling, and conducting agriculture and life science (e.g. spreadsheets, nutrition and health) related grants and projects. Proficiency in the use of computers for word processing. Must have good understanding of budgeting, procurement, hiring, writing reports, and general office administration. Must be available to work all scheduled hours.

CHARACTER OF DUTIES:

The Research Associate III position works under the Associate Director of the Western Pacific Tropical Research Center (WPTRC). The Research Associate III will assist in the coordination of agriculture, life science, and other relevant research programs. The Research Associate III will perform complex work involving program coordination and management of Multi-state Hatch and Hatch research projects, including data collection and entry, basic data analysis, report writing, and literature searches/evaluations. The Research Associate III will oversee the implementation of management actions in an effective and efficient manner; assure that work will be done in accordance with the applicable federal and local regulations and laws; assist in coordination and development of annual work plan based on program goals and objectives; work with various funding agencies to identify and obtain financial support for projects; monitor expense of the various WPTRC projects/programs; when needed will assist efforts in the collection of anthropometric, dietary, and physical activity data, as well as data entry and interpretation; assist with acquisition of stakeholder input; transcribing stakeholder input and/or focus group discussion; assist with the employee hiring process; coordination of events/conferences; manage travel documents; planning, organizing and facilitating trainings and workshop; assists in managing project operations, and assisting in other detailed activities in accordance with stated program objectives.

EDUCATION:

Applicants claiming degrees or credit hours are required to have 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 (e.g. 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.

RESEARCH ASSOCIATE III # 059-18

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 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.

HOW TO APPLY:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at 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 holidays. Applications may be obtained from this office, or the HR 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 735-2350/1.

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 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

Research Associate III 05/17/18
Approved by CHRO 05/17/18