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ANNOUNCEMENT

January 3, 2019

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

Announcement No. 030-19

Position Title
RESEARCH ASSISTANT I

Hourly Range:

Step 1 \$8.36 Per Hour – Step 10 \$11.88 Per Hour

Opening Date:

January 3, 2019

Closing Date:

January 29, 2019

Location:

Academic and Student Affairs/Water and Environmental Research Institute (WERI)

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Development (GED) equivalent.
- Currently enrolled at the University of Guam majoring in science or engineering (e.g. physics, chemistry, mathematics, biology or engineering).

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 Principle Investigator, the Research Assistant I will conduct the funded research project from United States Geological Survey (USGS) and Guam Hydrologic Survey (GHS). Duties and responsibilities include: collecting water in Guam; analyzing water use data production, distribution and consumption data; conducting field work with the researchers in survey, sampling, equipment installation, and data collection; managing and uploading data on the GHS database; and preparing charts and graphs and producing and disseminating WERI technical reports. GHS hours are flexible, but applicants must be prepared to meet field and meeting schedules, which are subject to change on short notice.

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 (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.

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 the date 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.

RESEARCH ASSISTANT I #030-19

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 Friday, except weekends and holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hr> (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 contact the Human Resources Office at 735-2350.

UNIVERSITY INFORMATION:

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


JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

*Research Assistant 1.01/03/19
Approved by CAIRO 01/03/19*