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ANNOUNCEMENT

December 16, 2019

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

Announcement No. 030-20

Position Title
RESEARCH ASSOCIATE II

Salary Range:

UGPP/M-01 \$40,762 – UGPP/M-07 \$50,953 Per Annum

Opening Date: December 16, 2019

Closing Date: December 30, 2019

Location:

College of Natural & Applied Sciences/Western Pacific Tropical Research Center/Guam Plant Extinction Prevention Program (GPEPP)

MINIMUM QUALIFICATIONS:

- Bachelor's degree with five (5) years related work experience; or
- Master's degree

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

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:

Must have five (5) years of office related work experience in supporting locally and federally funded grants, contracts, or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

CHARACTER OF DUTIES:

The Research Associate II will collect and analyze data of the following programs under the Guam Plant Extinction Prevention Program (GPEPP); University of Guam's Sustaining Guam's Urban Landscape-Hatch Program, CESU Plant Surveys Grant, CESU Anderson Air Force Base Cycads Grant, CESU Tinian Cycads Grant, USDA-NIFA, Developing Interactive Distance Education Curricula Grant, USDA Forestry Inventory and Monitoring Grant, USDA Native Trees Grant, Landscaping Management Systems (LMS/Pacific Federal Management (PFM)) Contracts. The Research Associate II will prepare materials for submission to University of Guam management and to the granting agencies of these projects such as, request or acquire contractual services, equipment and supplies necessary for the projects, prepare timesheets, personnel amendments, personnel contract renewals for GPEPP staff, prepare fund transfer requests, transfer of expenditures for the following personnel to the different projects assigned to RCUOG-GPEPP, prepare buyouts quarterly for faculty time and effort on the projects associated with GPEPP, manage and respond to project related email daily. The Research Associate II will prepare progress reports for the principal investigator and funding agency. The Research Associate II will maintain all the project files and update accordingly, monitor the different project budgets and report to the principal investigator on the different projects. The Research Associate II will assist the Project Associates and other Research Associates on the daily duties of keeping rare plants in the nursery clean and disease free.

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.

RESEARCH ASSOCIATE II # 030-20

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.

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, 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 Associate II 12/16/19
Approved by Acting CHRO 12/16/19*