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ANNOUNCEMENT

April 3, 2020

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

Announcement No. 055-20

Position Title
RESEARCH ASSISTANT I

Hourly Rate:
UGPP/E-01 \$10.14 Per Hour – UGPP/E-07 \$12.67 Per Hour

Opening Date: April 3, 2020
Closing Date: April 17, 2020

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

MINIMUM QUALIFICATIONS:

- Must be currently enrolled at the University of Guam
- Willing to learn web development and use of multimedia applications and measurements
- Ready to assist with computer-instrument interface methods in obtaining field hydrologic survey information

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 be reliable and well organized. Ability to maintain accurate record keeping and data transcribing. Must be computer literate. Ability to prepare spreadsheet data compilation.

CHARACTER OF DUTIES:

Under the direct supervision of the Guam Hydrologic Survey Operations Manager, the Research Assistant I will assist in all aspects for developing the Guam Hydrologic Survey website. Duties include related tasks such as organizing web files, scanning documents, converting word documents to PDF files, and scanning figures, images, and maps to jpeg or png files. The Research Assistant I will learn the use of office and multimedia software or applications such as Microsoft (MS) Office Word, Excel, and PowerPoint; to include Adobe Illustrator, Adobe Photoshop, and Adobe Premier Pro. The Research Assistant I will learn the use of web development applications and web-page programming languages such as Microsoft (MS) Expression Web, Word Press (WP), and associated Word Press (WP) Plugins, Google Maps and Google Chrome applications (languages: html, css, and php). The Research Assistant I will develop artistic skills in multimedia for editing images and Mp4 videos. The Research Assistant I will apply Excel to build attribute tables for document, map, and image/photo database. The Research Assistant I must be willing and able to assist when scheduled to help with technical field instruments and applications for collecting hydrologic survey information.

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.

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

RESEARCH ASSISTANT I # 055-20

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 Assistant I 04/03/20
Approved by Acting CHRO 04/03/20*