



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

April 24, 2023

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. 058-23

Position Title
RESEARCH ASSOCIATE I

Salary Range:

UGPP/J-01 \$31,076.00 – UGPP/J-10 \$42,661.00 Per Annum

Opening Date:

April 24, 2023

Closing Date:

May 5, 2023

Location:

College of Natural & Applied Sciences (CNAS)/Western Pacific Tropical Research Center (WPTRC)

MINIMUM QUALIFICATION:

Bachelor's Degree or Associate's Degree with three (3) years relevant and related work experience.

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.

CHARACTER OF DUTIES:

Prepare requests and acquires contractual services, equipment, and supplies necessary for the Hatch, McIntire, and Multi-State projects of CNAS/WPTRC; Prepare and certify timesheets for CNAS/WPTRC personnel; Prepare fund transfer requests, transfer of expenditures for the different projects of the Principal Investigators of WPTRC; Manage and respond to project related emails daily; Maintain all project files, logs, and updates accordingly; Monitor the different project budgets and report to the principal investigator on the different reports, as required; Handle all courier accounts for WPTRC; Prepare and submit purchase card reconciliation; Handle DOCOMO accounts and billings for WPTRC; Assists in the reporting and tracking of online trouble ticket submissions for facilities maintenance services; Coordinate/manage travel arrangements and documents; Prepare budget requests for approval; Perform other related duties as assigned.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must have excellent communication skills both oral and written; Knowledgeable in Microsoft Office applications, Adobe Sign, WebAdvisor, Ellucian Colleague (formerly Datatel Colleague), Self-service (employee time entry and approval), and FMX (Facilities Management Services) former Help Desk for any maintenance service requests; Ability to work both independently and with others.

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 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.

RESEARCH ASSOCIATE I # 058-23

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 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 <https://www.uog.edu/safety-security/>.

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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Apr 24, 2023 10:01 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Research.Associate.I.04/24/23
Approved by CHRO 04/24/23