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ANNOUNCEMENT

May 20, 2024

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. 083-24

Position Title
RESEARCH ASSOCIATE I

Salary Range:

UGPP/J-01 \$37,913.00 - UGPP/J-18 \$66,821.00 Per Annum

Opening Date:

May 20, 2024

Closing Date:

June 3, 2024

Location:

College of Natural & Applied Sciences (CNAS)/Division of Natural Sciences (NS)

MINIMUM QUALIFICATION:

Bachelor's Degree in any Science(s) 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.

NATURE OF WORK:

This is complex technical laboratory work involved in performing a variety of standardized laboratory tests, analyses, and related work, or coordinating laboratory equipment and facilities in college teaching laboratories. Employees in this class perform complex technical laboratory duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced technical staff.

CHARACTER OF DUTIES:

Under the supervision of the Laboratory Supervisor, the Extension Associate I will facilitate the smooth execution of experiments conducted for coursework under the Chemistry and Biology programs at the University of Guam in laboratory set-up and breakdown. Maintain, organize, and stock Biology and Chemistry laboratories and stock rooms. Prepare chemical solutions, reagents, and unknowns for student chemistry labs. Prepare and maintain bacterial cultures, media, and buffers for student biology labs. Uses laboratory instruments and equipment of varying complexity including microscopes, balances, spectrographs, chromatographs, moisture, pH, and other meters; computers, calculators, and other office machines and equipment; ovens and high-pressure chambers; and other equipment. Operate instruments crucial to laboratory analyses. Operate an autoclave for the sterilization of medias and biological waste. Assists with budget preparation; and performs technical work in preparing laboratories for classes and assisting with research or study projects involving use of various equipment. Perform maintenance check on laboratory equipment such as microscopes, balances, pH meters, autoclaves, and other related equipment. Conduct functional checks on laboratory safety equipment such as fume hoods and eyewash stations. Organize and facilitate proper disposal of hazardous chemicals. Cleans and maintains laboratory and work areas; makes repairs to laboratory equipment. Maintains records of tests, analyses, and results; prepares reports. Maintains cleanliness of laboratory facilities, including cleaning glassware, sterilizing equipment, and disposing chemical and biohazard waste. Standardizes solutions used in chemistry laboratory courses. Utilizes complex instrumentation for the analysis of samples produced from students' experiments. Maintains and calibrates laboratory equipment to ensure readiness for usage. Performs bacterial culturing, isolation, transformation, staining, and mounting. Coordinates the use of laboratory facilities and equipment for academic coursework and extracurricular activities. Maintains an updated inventory of current chemicals, equipment, and supplies. Advises laboratory teaching assistants regarding points of safety, laboratory techniques, and modifications warranted by an experiment. Correspond with faculty and students regarding lab safety, laboratory experiments, and the results of chemical and biological test and analyses.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

At least two (2) years of experience in laboratory work, including varied laboratory testing and analysis work, and successful completion of 22 semester hours in biology, chemistry, or closely related sciences; or any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills:

- Knowledge of materials, techniques, and procedures of a variety of standardized laboratory test.
- Technical knowledge of biological physical, or other sciences as applied to laboratory assignment.

RESEARCH ASSOCIATE I # 083-24

- Some knowledge of the safety requirements in an instructional laboratory
- Ability to perform difficult laboratory tests requiring some technical judgment in determining and using proper procedures and interpreting results.
- Ability of coordinate use of laboratory facilities.
- Ability to lead the work of others.
- Ability work effectively with the public and employees.
- Ability of communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to develop and maintain an inventory of laboratory supplies.
- Skill in the use of laboratory instruments, equipment, and manipulative techniques appropriate to laboratory assignments.

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.

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:


All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

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 (May 20, 2024 11:24 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

*Research.Associate.I.05/20/24
Approved by CHRO 05/20/24*