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ANNOUNCEMENT

July 11, 2022

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

Announcement No. 093-22

Position Title
RESEARCH ASSISTANT I

Hourly Rate:

Step 1 \$12.75 Per Hour – Step 18 \$22.47 Per Hour

Opening Date:

July 11, 2022

Closing Date:

September 30, 2022

Location:

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

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Additional requirements may be specified in the position/job description by the Principal Investigator responsible for project.

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 willing and eager to study new subjects, master new skills, and contribute to exploratory scientific and technical work. Must have good communication skills: listening, speaking, and writing in at least the English language. Must be knowledgeable and proficient with MS Word, Excel, and PowerPoint, and skilled in personal computer operation, file sharing, record keeping, data transcription, spreadsheet compilation, and preparation of presentations. Must have good social, organizational, time-management, and customer-service skills. Must be able to lead and work as a member of small teams on specified tasks. Must also be able to work alone with minimum supervision. Must be comfortable with routine, repetitive, and arduous tasks as well as new and novel assignments. Must also be willing and able to accept short-notice, fast-turnaround assignments to meet short deadlines. Good personal relations skills and a sense of humor are highly valued. Should have a Guam driver's license.

CHARACTER OF DUTIES

Duties will include regular work at a dedicated personal computer workstation on projects that include technical writing, file sharing, record keeping, data transcription and uploading, spreadsheet compilation, spreadsheet programing and computation, and preparation of graphics and presentations. Duties may also include fieldwork and laboratory work, for which training will be provided. Examples include field collection of water samples and laboratory analysis of them. Fieldwork may include strenuous hiking or snorkeling, driving to remote locations, downloading data from field instruments, meeting with landowners, and visiting businesses or households. Other laboratory work may include configuration and operation of numerical computer models and geospatial analysis with GIS tools. Other occasional duties may include public presentations on projects and results, and support in preparing for and delivering instruction at professional workshops and field trips. WERI Research Assistants are expected to work together to assist one another on each other's assignments and to share knowledge and skills. Research Assistants on funded projects are expected to serve as co-authors with the Principal Investigators to prepare and publish the technical reports for the projects.

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

RESEARCH ASSISTANT I # 093-22

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 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 (671)735-2350/1.

UNIVERSITY INFORMATION

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/safety-security>. (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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



RACHEL F. CUBACUB
Acting Chief Human Resources Officer

Research.Assistant.I.07/11/22
Approved by Acting CHRO 07/11/22