



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

**THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Extension Assistant III  
(EPSCoR)**

**JOB # RC-19-06**

**Application Deadline: Midnight, March 01, 2019**

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

**Salary**

Grade I, Step 1, \$13.75 per hour

Temporary, Full-Time, 40 hours per week.

Benefits: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

The position begins on **March 11, 2019** and ends on **September 30, 2019** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

Dean Circle, House #4 (EPSCoR Office)

**MINIMUM QUALIFICATIONS:**

- Associates degree in relevant field; at least three years of work experience OR 90+ college credits/significant technical training.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

- Ability to communicate effectively
- Excellent written and verbal communication skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem-solving skills
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint in particular)

**PREFERRED QUALIFICATIONS:**

- One (1) year of experience in conducting education and outreach presentations to diverse groups
- One (1) year of experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data (e.g. sign in sheets for outreach events)
- One (1) year of experience using social media for posting and dissemination of program activities and information

**CHARACTER OF DUTIES:**

Incumbent will serve as the Guam EPSCoR and NSF INCLUDES Educational Outreach and Diversity (EOD) Assistant who will coordinate the program's extension activities, and education and outreach with guidance from the Co-PI leading EOD activities. This Includes, but is not limited to:

- Assist with developing and implementing extension (informal education) activities or events, including planning, promotion, evaluation, and participant follow-up;
- Maintain records of all extension and outreach activities (i.e. organizing sign in sheets for every activity based on the type of outreach conducted);
- Provide training on extension and outreach activities to participants;
- Develop outreach materials targeting various audiences for the purposes of Informing the community;
- Assist with research, writing and design of outreach and educational materials and products such as fact sheets, reports, brochures, PowerPoint presentations, etc.;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with limited clerical and administrative tasks, such as preparing purchase order abstracts, receiving reports, petty cash, updating budget sheets, and routing; and
- Other duties as assigned.

**CLEARANCES**

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.