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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 Associate II
(Sea Grant)**

JOB # RC-19-05

Application Deadline: Midnight, November 09, 2018

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138, 122 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead. Applications will be accepted daily, Monday through Friday except Holidays; 8:00 a.m. to 5:00 p.m.

Salary

Grade M, Step 1, \$19.60 per hour

Temporary, Full-Time Employee

Benefits: Social Security, Medical and Dental Insurance, Holiday Pay, 4 hours annual leave and 4 hours sick leave per pay period, and maximum 3% match for 403(b) pre-tax account.

The position begins on **December 01, 2018** and ends on **November 30, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean's Circle House #25 (Sea Grant Office)

The University of Guam Sea Grant (UOGSG) seeks an individual to enhance the capacity of UOGSG and the Center for Island Sustainability (CIS) by informing community understanding of coral reef ecosystems, ocean and coastal resources, sustainability, recycling, energy monitoring and related topics through outreach, and by making information, research, data products, and other science-based decision tools accessible via the UOGSG website, social media or at outreach events.

This position will develop extension, outreach, education and training programs to support community engagement and action related to coral reefs, marine life, marine debris, and other activities that occur in the ocean, coastal, and upland areas of Guam and the Micronesia Region. In addition, the position will conduct outreach and extension activities, develop educational materials, engage and promote public and stakeholder awareness on healthy coastal ecosystems and environmental literacy. Finally, this position will utilize social media platforms and other communication techniques to disseminate scientific and technical information about the UOG Sea Grant Program and the Center for Island Sustainability to lay audiences.

MINIMUM QUALIFICATIONS:

Master's degree in Biology, Environmental Science, Business Administration or related field **OR** Bachelor's degree in Biology, Environmental Science, Business Administration or related field, technical training and/or substantial professional level work experience relevant to the position.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience in conducting education and outreach presentations in environmental conservation topics to diverse groups
- Two (2) years of experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data (e.g. sign in sheets for outreach events)
- Two (2) years of experience using social media for posting and dissemination of program activities and information

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Proven experience as an outreach coordinator
- Knowledge of global and local environmental resource topics and issues
- 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)

CHARACTER OF DUTIES:

Incumbent will serve as the UOG Sea Grant Extension Associate/Sustainability Coordinator who will coordinate the program's extension activities, and education and outreach with guidance from the Director and Program Leader. This includes, but is not limited to:

- Assist with developing and implementing extension (informal education) activities or events, including planning, participant recruitment, promotion, evaluation, and participant follow-up;
- Maintain a database 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 Sea Grant staff, interns and other program staff as requested. (Topics will vary depending on training needs, e.g. coral reefs, natural resources, watersheds, recycling, energy monitoring, etc.);
- Develop reports for grantor agencies, programs, and projects as required;
- Develop outreach materials targeting various audiences for the purposes of informing the community about healthy coastal ecosystems, impacts to coral reefs and marine organisms, watershed restoration, energy, sustainability, recycling, etc.;
- Cultivate relationships with partners and stakeholders for the purposes of conducting needs assessments, leveraging resources, and expanding Sea Grant service delivery
- Assist with research, writing and design of science-based 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.