



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 TEMPORARY APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Grant Assistant III
(Sea Grant)**

JOB # RC-19-10

Application Deadline: Midnight, January 29, 2019

Complete online RCUOG application <https://www.uog.edu/rcuog/employment-application> and upload scanned copy of valid Guam driver's license, scanned copy of high school diploma OR unofficial college transcripts to the online application form. Contact the RUCOG office at rcuoghr@triton.uog.edu or visit the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus.

Hourly Rate:

Grade I, Step 1, \$13.75 per hour – Step 3, \$14.81
Limited term, full-time up appointment up to 40 hours per week.

Benefits:

Social Security, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, medical and dental insurance, up to 3% match when employee contributes to 403(b)

The position begins on **February 4, 2019** and ends on **January 27, 2020** based on availability of funds with the possibility of continuation should additional funds become available.

Location:

Sea Grant Office, Dean's Circle, UOG campus

The University of Guam Sea Grant (UOGSG) seeks a qualified individual to perform a series of grant-related administrative tasks. Duties of the grant assistant include providing support to the management and employees of Sea Grant, assisting in daily office needs and overseeing the program's general grant and administrative activities. The ideal candidate should possess

excellent oral and written communication skills and be able to organize their work using tools such as Microsoft Office applications and relevant office equipment. A successful grant and administrative assistant should ensure the efficient and smooth day to day operations of the office.

The position will be located in the Sea Grant Office at the University of Guam and will report to the Director and the Program Leader. Under their guidance, the incumbent will provide administrative support to ensure the program is efficiently progressing with grant expenditure requirements. Must coordinate with Office of Sponsored Research and Programs and RCUOG staff when submitting paperwork for signatures and for procurement processes.

MINIMUM QUALIFICATIONS:

- High school diploma
- Two years of clerical work involving budgeting and/or
- College coursework in accounting or related field
- OR any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills
- Must possess a valid Driver's License

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Demonstrated experience as a grant assistant or office administrative assistant
- Knowledge of office management and procurement systems and procedures
- Working knowledge of office equipment, such as printer, scanner, and copier machines
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

PREFERRED BUT NOT ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in Accounting, Business, or related field
- Experience in or familiarization with grants management

CHARACTER OF DUTIES:

Incumbent will serve as the Grant Assistant III for the UOG Sea Grant Program and will conduct grant and administrative duties with guidance from the Director and Program Leader. This includes, but is not limited to:

- Handling grants and administrative requests and queries from Director I Program Leader
- Assisting with grant administration duties including budget balances and procurement
- Organize and schedule appointments with Microsoft Office applications
- Plan meetings and take detailed minutes
- Book travel and meeting arrangements
- Maintain calendars for Director, outreach events and vehicle usage

- Develop and maintain appropriate filing systems
- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Maintain office supplies and order as needed
- Maintain contact lists for Sea Grant partners
- Submit and reconcile expense reports • Provide general support to visitors.
- Other duties as assigned

CLEARANCES

- Upon selection, the applicant must submit official transcripts, PPD, police and court clearances to UOG HRO before the first day of work.