



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(S) (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Research Associate I (CESU Plant Surveys)

JOB # RC-20-60

Application Deadline: 11:59 p.m. on August 28, 2020 (Chamorro Standard Time/UTC+10)

Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located at Dean Circle, House #24, 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 J, Step 1 \$14.94

Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: 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(s) will begin on **September 15, 2020** and ends on **March 31, 2021** based on availability of funds with possibility of extension should additional funds become available.

Location:

GPEPP, UOG Dean's Circle, House #34, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Biology or related field;
- One (1) year experience relevant to the position **OR** combination of college credits, technical training, and/or substantial professional level work experience;

Minimum Knowledge, Abilities, and Skills:

- Ability to identify native plant species of Guam and the Northern Mariana Islands;
- Ability to hike through field and difficult terrain in all weather conditions with field gear that weighs up to 50 pounds;
- Ability to communicate effectively. Good verbal and written skills;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work flexible hours, including weekends and evenings, as needed;

Character of Duties:

- Identify native plant species of Guam and the Northern Mariana Islands;
- Conduct plant field surveys;
- Use basic field data collecting tools, such as field compass, topographic maps, clinometer, and global positioning systems. Use recommended software for data entry and analyses;
- Collect propagules and propagate plants in the nursery;
- Outplant material from the nursery to the field;
- Manage and maintain the nursery and outplanting sites;
- Follow protocols for collection and management, and prevention of alien species seed dispersal by field crews;
- Follow safety program and security procedures;
- Participate in trainings and meetings;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with the development of plant field guides and posters;
- Perform other duties as assigned;

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.

Selected Candidate must provide official transcripts prior to hire date.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of 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 (i.e., 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.

- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- 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 Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of 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 and Title IX 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).