



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 Associate I
(Science Communicator)**

JOB # RC-19-11

Application Deadline: Thursday, February 7, 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 in House #33, Dean's Circle, UOG Campus.

Salary

Grade J, Step 1 \$14.94 – Step 5 \$17.34 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 **upon selection** and ends **April 31, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Guam EPSCoR Office, UOG Dean Circle House #4

UOG Sea Grant Headquarters, UOG Dean Circle House #25

MINIMUM QUALIFICATIONS:

- Bachelor's degree in communications or a scientific field with one year of work experience

- Provide 3 or more hardcopies or URL links to samples of communications work (e.g. writing samples, websites, social media accounts, videos, etc.)

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

A candidate for this position will be able to demonstrate:

- Experience working in communications, journalism, and/or marketing
- Familiarity with scientific research methods and principles
- Familiarity with science communication strategies and techniques
- The ability to proficiently use and troubleshoot standard office software packages (Microsoft Office, Google Docs and Forms, internet browsers) and social media platforms (Facebook, Instagram, Twitter, etc.),
- Strong research, writing, and problem-solving skills,
- An ability to work with diverse populations,
- An ability to work independently and take initiative in pursuing activities that further project goals,
- An ability to meet tight deadlines,
- An attention to detail and conscientious work ethic,
- A willingness to learn about a variety of topics and resourcefulness in acquiring information
- A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and nights.

PREFERRED QUALIFICATIONS:

Ideally, a candidate for this position will have:

- Proficiency in Adobe Creative Suite applications,
- Proficiency in photography, videography, graphic design, and web-development,
- More than one year of experience in communications, journalism, and/or marketing,
- Strong understanding of scientific research methods and principals.

CHARACTER OF DUTIES:

- Developing content and implementing strategies for publicizing research and outreach activities to scientific communities and the general public;
- Gathering, preparing, and disseminating written and graphic communications through a variety of print and electronic outlets, including email, press releases, social media, newsletters, brochures, impact reports, factsheets, video content, and other projects;

- Managing a variety of social media accounts and providing web support for project websites;
- Cultivate relationships with researchers, students, and extension associates in the UOG Sea Grant, Guam EPSCoR, NASA EPSCoR, Pacific Islands Climate Adaptation and Science Center (PI-CASC), and the Center for Island Sustainability (CIS) to promote, communicate, and report activities;
- Assist with developing content for extension (informal education) activities,
- 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, and updating budget sheets and other duties as assigned
- 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.