



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 II
(Assistant Science Communicator)**

JOB # RC-19-07

Application Deadline: Midnight, March 08, 2019

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 #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 H, Step 1, \$12.75 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 18, 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:

- High School Diploma; three years of work experience OR
- 31-90 college credits; no 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:

- 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, Snapchat, YouTube)
- Strong research, writing, and problem-solving skills
- Strong graphic design skills
- An ability to work with diverse populations
- An ability to work independently and 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 weeknights.

PREFERRED QUALIFICATIONS:

- Associate's degree or Bachelor's degree in communications or a scientific field
- Proficiency in Adobe Creative Suite applications
- Proficiency in photography, videography, graphic design, and web-development
- One or more years of experience in communications, journalism, and/or marketing
- Strong understanding of scientific research methods and principals.

CHARACTER OF DUTIES:

- Assist in developing content and implementing strategies for publicizing research and outreach activities to scientific communities and the general public
- Assist in 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

- Assist in managing a variety of social media accounts and providing web support for project websites
- Assist with developing content for extension (informal education) activities
- Assist with reporting to funding agencies, including data collection and writing abstracts, receiving reports, and updating budget sheets; and
- All 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.