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A N N O U N C E M E N T

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 III   **JOB # RC-19-06**
(EPSCoR)

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 I, Step 1, $13.75 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:
- Associates degree in relevant field; at least three years of work experience OR 90+ college credits/significant technical training.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:
- Ability to communicate effectively
- 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)

PREFERRED QUALIFICIATIONS:
- One (1) year of experience in conducting education and outreach presentations to diverse groups
- One (1) year of experience in coordinating and planning outreach events, reporting, and collecting and organizing performance measure data (e.g. sign in sheets for outreach events)
- One (1) year of experience using social media for posting and dissemination of program activities and information

CHARACTER OF DUTIES:
Incumbent will serve as the Guam EPSCoR and NSF INCLUDES Educational Outreach and Diversity (EOD} Assistant who will coordinate the program's extension activities, and education and outreach with guidance from the Co-PI leading EOD activities. This Includes, but is not limited to:

- Assist with developing and implementing extension (informal education) activities or events, including planning, promotion, evaluation, and participant follow-up;
- Maintain records 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 participants;
- Develop outreach materials targeting various audiences for the purposes of Informing the community;
- Assist with research, writing and design of outreach and 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.