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# ANNOUNCEMENT

December 16, 2021

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, PART-TIME POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<i>Announcement No. 013-22</i>	
<b><i>Position Title</i></b> <b>RESEARCH ASSISTANT II</b>	
<b><i>Hourly Range:</i></b> 1 \$14.94 Per Hour - 18 \$26.33 Per Hour	<b><i>Opening Date:</i></b> December 16, 2021 <b><i>Closing Date:</i></b> Continuous Until Filled
<b><i>Location:</i></b> Academic and Student Affairs/Research and Sponsored Programs/Water & Environmental Research Institute (WERI)	

**MINIMUM QUALIFICATIONS:**

- Currently enrolled at the University of Guam.
- Bachelor's Degree in progress and up to 3 years of relevant work experience.

**QUALIFICATIONS REQUIRED:**

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Must be knowledgeable in web development and use of multimedia applications and measurements. Must be ready to assist with computer-instrument interface methods in obtaining field hydrologic survey information. Must be reliable, organized, accurate record keeping and data transcribing, computer literacy, spreadsheet data compilation, and organization skills. Advanced in software use and coding skills, and professional level of creativity for web development.

**CHARACTER OF DUTIES:**

Under the direct supervision of the WERI's Groundwater Hydrologist, the Research Assistant II will assist the Principal Investigator in all aspects for developing the Guam Hydrologist Survey website. This will include related task such as organizing web files, scanning documents into pdf files, converting word documents to Portable Document Format (pdf), and scanning figures/images/maps into Joint Photographic Experts Group (jpeg) or Portable Network Graphics (png). Willing to learn use of office and multimedia software/applications such as Microsoft (MS) Office Word, Excel and PowerPoint; and Adobe Illustrator, Photoshop, and Premiere Pro. Willing to learn the use of web development application and web-page programming languages: MS Expression Web, Work Press (WP) and associated WP Plugins, Google Maps and Chrome Applications; languages – Hypertext markup Language(html), Cascading Style Sheets (css), and php. Develop artistic skills in multimedia for editing images and mp4 videos. Willing to learn and apply Excel to build attribute tables for documents, map, and image/photo database. Will be ready and available when scheduled to assist with technical field instruments and applications for collecting hydrologic survey information.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

**WORK ELIGIBILITY:**

Submission of completed job applications authorizes 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 (e.g. 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.

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

## RESEARCH ASSISTANT II # 013-22

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 University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **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.

### **HOW TO APPLY:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/safety-security>. (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

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 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).



Joseph Gumataotao (Dec 15, 2021 17:21 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

Research.Assistant.II.12/16/21  
Approved by Acting CHRO 12/16/21