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# ANNOUNCEMENT

April 14, 2025

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

Announcement No. 052-25

*Position Title*  
**RESEARCH ASSOCIATE II**

***Salary Range:***  
UGPP/M-01 \$49,731.00 - UGPP/M-18 \$87,650.00 Per Annum

***Opening Date:*** April 14, 2025  
***Closing Date:*** May 1, 2025

***Location:***  
College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

**MINIMUM QUALIFICATION:**  
Bachelor’s degree with five (5) years relevant and related work experience or Master’s Degree with no experience.

**PREFERRED QUALIFICATIONS:**

- Solid knowledge in agriculture, business, and education is preferred.
- Manage and develop team members to ensure professional growth.
- Experience working in an international environment.
- Knowledge of a second language is desirable.

**NECESSARY SPECIAL QUALIFICATION:**  
Must have a valid driver's license.

**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.

**CHARACTER OF DUTIES:**  
Under the supervision of the Agricultural Economist, the Research Associate II will assist in creating and implementing a needs assessment for a new curriculum in the Agriculture & Life Sciences division focused on agribusiness and agritourism. The Research Associate II will support the preparation of Institutional Review Board (IRB) application materials and data entry or presentation for related projects. The Research Associate II will assist in photo and video documentation of lectures and in the preparation of educational materials for online learning. The Research Associate II will be responsible for planning and implementing project activities, assisting with photo and video documentation of agriculture, food, and natural resources science lectures and labs to develop educational materials, and creating surveys and questionnaires to collect data for the agricultural tourism research project. The Research Associate II will also prepare and lead conference and workshop presentations of project activities, coordinate visits with collaborating research and extension teams, and perform other duties as assigned.

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

- Ability to manage multiple tasks under tight deadlines.
- Ability to work with an interdisciplinary team.
- Ability to develop and maintain partnerships with various public and private stakeholders involved in agricultural and food systems.
- Ability to assist with survey/questionnaire design and online delivery.
- Ability to record, report, and/or summarize survey results and participant demographics.
- Ability to assist with IRB applications through preparation or proof-reading of documents.
- Skill in use of computer peripherals/accessories to create or record educational materials.
- Strong verbal and written communication skills.
- Familiarity with global environmental sustainability and the United Nations’ Sustainable Development Goals (SDGs).
- Demonstrated ability to maintain effective relationships with people from a diverse range of backgrounds.

## RESEARCH ASSOCIATE II # 052-25

- Excellent interpersonal and communications skills, particularly active listening, with ability to demonstrate compassion for people dealing with challenging situations and to problem solve with them.
- Knowledge of Microsoft applications or iOS equivalents.

### **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 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:**

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

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

### **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 (Apr 11, 2025 16:14 GMT+10)

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

Research.Associate.II.04/14/25  
Approved by CHRO 04/14/25