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ANNOUNCEMENT

May 25, 2022

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):

<i>Announcement No. 071-22</i>		
<i>Position Title</i> RESEARCH ASSOCIATE II		
<i>Salary Range:</i> UGPP/M-01 \$40,762.00 – UGPP/M-07 \$50,953.00 per annum	<i>Opening Date:</i> <i>Closing Date:</i>	May 30, 2022 June 10, 2022
<i>Location:</i> College of Natural & Applied Sciences/Western Pacific Tropical Research Center/Triton Farm		

MINIMUM QUALIFICATION:

Bachelor of Science Degree in Tropical Agriculture with five (5) years relevant and related work experience, or Master's Degree with no related 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.

CHARACTER OF DUTIES:

- Under the supervision of the Interim Associate Director for WPTRC the Research Associate II will supervise Triton Farm staff, interns, and volunteers. Monitor plant and animal health and welfare. Manage various administrative tasks, such as budget, administrative reports, to include data input and sales, purchasing of equipment, supplies and animal feed for the Triton Farm.
- Coordinate farm project activities with staff, including setting deadlines, assigning responsibilities, monitoring progress of projects, creating and executing project work plans, such as planting, harvesting, and packing of produce. Management of integrated pest management and fertilization schedules.
- Conduct staff, intern and volunteer training on farm policies and procedures, to ensure adherence to safety measures. Mentor farm staff, interns, and volunteers to provide guidance, advice, feedback, and support.
- Maintain relationships with vendors and community clients for orders and purchasing of farm products according to their need. Assist staff in marketing of such farm products and services to the community.
- Evaluate equipment, supplies, maintenance, vehicle maintenance and any other needs for the farm. Prepare requests to purchase supplies and equipment to ensure daily farm operations. Perform timely maintenance of all equipment, and vehicles as required to ensure availability for farm operations.
- Coordinate and schedule farm tours with school officials and community members. Schedule time and dates for farm visits.
- Other duties as assigned.

KNOWLEDGE, ABILITIES AND/OR SKILLS

Knowledgeable in Microsoft applications, and other applications used. Skilled in proper use of farm equipment and supplies. Must have excellent leadership abilities, capable to visualize the future needs of the Triton Farm. Ability to mentor and train staff, interns, and volunteers in proper farm protocols and procedures. Must have excellent written and verbal communication skills.

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:

RESEARCH ASSOCIATE II # 071-22

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:

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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>.

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 (May 25, 2022 10:07 GMT+10)
JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Research Associate II 05/25/22
Approved by Acting CHRO 05/25/22