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ANNOUNCEMENT

April 23, 2024

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

Announcement No. 072-24

Position Title
RESEARCH ASSOCIATE II

Hourly Range:

UGPP/M-01 \$23.91 - UGPP/M-18 \$42.14 Per Hour

Opening Date:

April 23, 2024

Closing Date:

May 6, 2024

Location:

College of Natural & Applied Sciences (CNAS)/Division of Mathematics & Computer Sciences (MCS)

MINIMUM QUALIFICATION:

Bachelor's Degree with five (5) years relevant and related work experience, or Master's Degree.

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.

NATURE OF WORK

This position is intended to provide administrative support in Data analysis and reporting under the Office of the Associate Dean Instruction, CNAS, UOG. The position requires some experience in the daily operations of the college administration and an appreciation of types of college data with analysis demands. Some experience in managing variety of data sets and good analytical skills will be an advantage. The candidate must have a college degree in either STEM or Administration field with at least two (2) years of experience in a similar agency or institution.

CHARACTER OF DUTIES:

- Data and analyses regarding CNAS enrollment, stop-outs, graduation rates, classes, co-curricular activities, assessments, student success, faculty endeavors, review of adjuncts, program spending & finances, grade distributions & rigor, etc. all need to be assessed, tabulated, and basic analyses completed. This work will involve coordination with the Associate Dean for Instruction and various offices across the UOG Campus. This data may include confidential information, and all such data will be held in confidence.
- Prepare Data summary with draft reports, including any summary graphics. Verify load allocation and compensation for all college programs.
- The candidate must have good oral and writing communication skills. Must be versatile in using Data management systems, such as Colleague, Self-service. Must possess excellent skills in using MS Office tools.
- Assist Administrative Assistants in additional task relating to accounting, academic programs, and personnel. These tasks include (but are not limited to) preparation of compensation for faculty overloads, adjunct instructors, contractors.
- Candidate must be able to work under minimal supervision and be able to function within a team.
- The Extension Associate II will assist the Associate Dean for Instruction in other tasks as assigned.

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.

RESEARCH ASSOCIATE II # 072-24

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/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 23, 2024 11:05 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Research.Associate.II.04/23/24
Approved by CHRO 04/23/24