



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

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

Research Associate I (CESU)

JOB # RC-20-61

Application Deadline: 11:59 p.m. on August 31, 2020 (Chamorro Standard Time/UTC+10)

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 #24, 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 J, Step 1 \$14.94

Full-Time Employee, 40 hours per week

Benefits:

Full-Time: 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(s) will begin on **October 1, 2020** and ends on **March 31, 2021** based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in Biology, Environmental Science, or related field;
- One (1) year field experience in Guam or Micronesia **OR** combination of college credits, technical training, and/or substantial professional level work experience;

Character of Duties:

- Leads efforts in the collection of ecological, forest, rare plant, habitat data following established methods for several conservation and research programs;
- May assist conservation scientists with forest management procedures, as well as watershed management and monitoring (stream turbidity and sediment accumulation measurements);
- Manages daily crew activities with the program coordinator. Exercises initiative in developing solutions to common technical and procedural problems such as changes in priorities, need for extended field time, minor adjustments related to the need for additional equipment or personnel, or other comparable issues;
- Maintains data quality to ensure that no data are missing and/or incomplete, and all data have been comprehensively edited and reviewed prior to entry in the database;
- Compiles and summarizes data, runs routine computer programs and checks for inconsistencies;
- Performs computations and interprets the data produced in order to prepare charts, graphs, and reports. Works with project Fiscal Accounting Associate to complete travel reports, arrange reimbursements, as well as purchase equipment and gear for project purposes;
- Assists in analysis of field data. Makes suggestions and recommendations for more efficient collection of field data;
- May help with outreach activities, workshops or conferences to promote conservation and research programs;
- Reports to the program coordinator concerning field conditions, the progress of projects and the results on a monthly basis;
- Must be available to go on field visits as part of a team or individually;
- Actively participates in the safety program, assisting in identifying hazards and mitigating actions;
- Must participate in training activities to comply with policies in regard to field collection protocols, safety, diversity and civil rights;
- Other duties as assigned;

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

Selected candidate must provide official transcripts prior to hire date.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of 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 (i.e., 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.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- 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 Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of 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 and Title IX 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).