

OPEN JOB ANNOUNCEMENT

Tourism Research Associate

Position Title		Announcement Number
Tourism Research Associate		2025-04
Applications will be accepted for the period:		
Date Open:		February 17, 2025
Date Close:		March 04, 2025 (COB)
Salary		
Minimum	Grade	Annual
	E – 3 – B	\$35,034
Maximum	Grade	Annual
	E – 4 – B	\$36,457

Position Title: Tourism Research Associate

Reports to: Director of Global Marketing

Summary: This is moderately complex technical work involved in the operation of electronic data processing machines and peripheral equipment.

Qualifications/Requirements:

- Six months of experience in the calculation of numerical data, tabulating machine operation, electronic machine operation and complex office machine operation; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
- Valid U.S. passport and driver's license

Essential Functions:

- Employees in this class perform moderately complex electronic data processing machine operations independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.
- Receives and reviews schedule of moderately complex job assignments involving several phases of computer operations.
- Reviews flow charts and codes to determine correct machine application. Manipulates control switches on control panels, storage devices, printers, readers, and prepares machine operations in accordance with detailed instructions. Loads jobs to computer, reviews initial machine output for desired results and continues machine operation if there are no discrepancies. May alter priority of job by changing class through the console. Provides information labels to files in the disk, tapes or diskette. Catalogs and stores physical volume of files in designated areas. Maintains sets of job control statement according to job requirement. May train lower level computer operators. Performs related duties as required.
- Performs related duties as required

Knowledge, Skills & Abilities:

- Knowledge of the practices, procedures and techniques of electronic data processing.
- Knowledge of peripheral equipment operation.
- Knowledge of modern office practices and procedures.
- Ability to think in terms of computer logic.
- Ability to follow oral and written procedures of a technical nature.

- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to develop skill involving difficult computer operations.
- Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

Key Competencies:

1. Technical Capacity
2. Personal Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility
7. Interpersonal Relations
8. Problem Solving

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Disclaimer:

This job description does not constitute an employment agreement between the GVB and the employee and is subject to change by GVB, with GVB Board approval, as the needs of GVB and requirements of the job change.

Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB Main Office, 401 Pale San Vitores Road, Tumon, Guam 96913 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information please call the GVB office at 1 (671) 646-5278. GVB requires pre-employment drug testing.

GVB is an Equal Opportunity Employer and a Drug Free Workplace



**Gerry S.A. Perez
Acting President & CEO**