



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## 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**

**Project Associate  
(ORSP CESU-Serianthes/Plant Surveys)**

**JA-RC-18-09**

**Application Deadline: Midnight, April 6, 2018**

Send RCUOG application, resume, one-page personal statement that outlines pertinent experience, general qualifications, graduate degrees and research fields, and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu). The RCUOG application can be downloaded from [www.uog.edu/rcuog](http://www.uog.edu/rcuog); located under the Forms subhead.

**Salary**

Grade M, Step 1, \$19.60 per hour

Full-Time, 40 hours per week

Benefits: medical/dental Insurance, 4 hours annual/4 hours sick leave per PPE, holiday pay, Social Security and Medicare

The position begins on **May 1, 2018** and ends on **May 31, 2018** based on availability of funds with possibility of extension should additional funds become available.

**Location:** CNAS (GPEPP Office)

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree with three years professional level work experience in rare plant surveys and horticultural skills in the nursery, field and/or substantial professional level work experience relevant to the position OR

- Master's degree in a relevant field. Employees in this category perform professional level activities that may include analytical work, project design and supervisory responsibilities.
- Guam biological and horticultural field experience is required, with a minimum of 500 field and nursery hours
- Must be available at all scheduled work hours
- Ability to hike through field and difficult terrain in all weather conditions

#### **MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

- Sound demonstrable horticultural knowledge and plant identification skills
- Must possess knowledge of vegetation and/or plant monitoring techniques and data collection
- Experience with GIS software
- Experienced in the use of basic tools such as a field compass, topographic maps, clinometer and global positioning systems, and operation of motor vehicles on unimproved roadways
- Bachelor's Degree with three years professional level work experience with experience in rare plant surveys and horticultural skills in the nursery and field
- Demonstrates skills in summarizing findings and recommendations, as well as, proficiency in oral and written presentations
- Ability to estimate costs associated with natural resources projects
- Ability to project budget requirements for future program needs

#### **CHARACTER OF DUTIES:**

- Coordinates and oversees conservation and research programs
- Leads efforts in the collection of ecological, forest, rare plant, habitat data and plant propagules following established methods
- Coordinates and oversees the implementation of management actions in an efficient and effective manner. Work must be done in accordance with applicable Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides.
- Develops an annual work plan based on the programs goals and objectives
- Provides overall leadership and oversight of the program
- Manages staff by orienting, and training employees
- Prepares substantive written monthly, half-year, annual and final reports
- Presents slide shows and oral reports to funding agencies and partners on the directions and progress of the program
- Monitors expenses

- Assures that information on plants collected and managed are kept in project record
- Assures maintenance of protocols for collection and management, and prevention of alien species seed dispersal by field crews
- Plans field work with crew
- Reviews field data, helps solve common technical and procedural problems
- Works with project Fiscal Accounting Associate to complete financial reports, travel reports, arrange reimbursements, and purchase equipment and gear for project purposes
- Assists in field and laboratory work
- Make suggestions and recommendations for more efficient collection of field data and laboratory work
- Actively participates in safety program, assisting in identifying hazards and mitigate actions.
- Must participate in training activities to comply with policies in regards to field collection protocols, safety, diversity and civil rights

#### **CLEARANCES**

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.