



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 II (Program Lead)
(Sea Grant)**

JOB # RC-18-14

Application Deadline: until filled

Send RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located on the 1st floor of the Health Sciences Bldg., Rooms 137, 138 and 121, UOG Campus. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead. Applications will be accepted daily, Monday through Friday except Holidays; 8:00 a.m. to 5:00 p.m., until filled.

Salary

Grade M, Step 1, \$19.60 per hour to Grade M, Step 10, \$26.90 per hour
Temporary, full-time at 40 hours per week
Benefits: Social Security, Medical and Dental Insurance, up to 3% match when employee contributes to 403(b).

The position begins on **June 14, 2018** and ends on **June 13, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean's Circle House #25 (Sea Grant Office)

The University of Guam Sea Grant (UOGSG) seeks an individual to serve as a critical link among UOG Sea Grant faculty and staff, University scientists, stakeholders and communities to functionally integrate all aspects of UOG Sea Grant programmatic efforts and activities. The Program Lead works closely with the Director and Associate Director, and will be responsible for the coordination, development, expansion and delivery of evidence-based research,

outreach, and education activities that empower individuals, communities and policy makers to make informed decisions regarding healthy coastal ecosystems and environmental literacy and workforce development.

The research associate II/program lead will be located in the Sea Grant Office at the University of Guam and will report to the Director and Associate Director. Under the guidance of the associate director, the incumbent will support oversight of UOG Sea Grant staff and coordinate with UOG faculty, local and federal agencies on Guam and in the region, including other stakeholders and partners related to ongoing and emerging marine and coastal initiatives. The incumbent will serve on the UOG Sea Grant program management team, coordinate research activities, assist the associate director with oversight of extension, education, and communications activities, and manage graduate fellowships and interns. The research associate II/program lead will also represent UOG Sea Grant on local, regional and national Sea Grant initiatives. National and international travel may be required.

MINIMUM QUALIFICATIONS:

- Master's degree in relevant field OR bachelor's degree in biology and/or substantial professional level work experience relevant to the position
- Five (5) years of demonstrated experience in grants or contract administration, research, management or outreach.
- Interest, background, or experience in coastal resources conservation or related field.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to follow demonstrated procedures. Ability to plan and carry out procedural and technical steps required to complete surveys and field data collection projects.
- Ability to work well with others and manage personnel efficiently
- Knowledge and ability to apply local and federal regulations
- Knowledge of federal grant process (pre and post-award)
- Ability to manage federal budgets according to project terms and conditions with minimal supervision

PREFERRED QUALIFICATIONS:

- Fifteen (15) years of experience in grant management
- Ten (10) years of experience in federal grant application and reporting
- Ten (10) years of experience in conservation and environmental project management
- Interest, background, or experience in coastal resources conservation or related field

CHARACTER OF DUTIES:

Incumbent will serve as the UOG Sea Grant Research Associate and Program Lead who will manage and administer the program's activities with guidance from the director and associate director. This includes, but is not limited to:

- Supervision of UOG Sea Grant personnel (e.g. staff, fellows, and student interns)

- Development and execution of competitive proposals, and merit review processes in collaboration with the director, associate director and management team including reviewer identification and coordination, promotion, and handling inquiries
- Develop and implement extension events and activities, including planning, participant recruitment, promotion, delivery and implementation
- Coordinate graduate fellowship awards for research and outreach projects, including implementing and coordinating professional development instruction, assisting with development and implementation of relevant outreach components, and providing technical assistance on managerial/financial responsibilities
- Coordinate subcontracts with faculty and/or nonprofit organizations, including developing process to ensure overall compliance with grant objectives, reviewing progress reports, and providing administrative guidance to awardees and necessary.
- Develop science-based educational products, inclusive of curricula and outreach materials.
- Write grants or conduct other fundraising activities to support activities within grant or program's overview
- Assist with reporting to funding agencies, including data collection and writing
- Assist with overall grant or program's development, including strategic planning processes
- Support management functions within the grant or program's strategic plan, Omnibus program narratives, reports and reporting systems, as well as budget and budget monitoring
- Interfacing with university-based research teams to address knowledge and practice gaps.
- Represent UOG Sea Grant via participation in the National Sea Grant Research Coordinators network.
- Identify and secure funding in support of the UOG Sea Grant mission, faculty and staff to include philanthropic development opportunities, extramural grant support and other avenues of support to build program capacity and scope.
- Build and manage professional relationships across a broad range of institutions (public agencies, private industry, and NGOs), disciplines, and functions (e.g., research, extension, education, and communications), working with people serving in various capacities and at all levels of management.
- Other duties as assigned.

CLEARANCES

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