



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 PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Associate Director (GPEPP)

JOB # RC-21-28

Application Deadline: 11:59 p.m. on February 12, 2021 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu. 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 P, Step 1, \$26.68 – Step 18, \$47.02 per hour
Temporary, Part-Time, up to 39 hours per week.

Benefits:

Part-Time: Social Security, Medical and Dental Insurance.

The position will begin on **March 08, 2021** and ends on **August 31, 2021** based on availability of funds with possibility of extension should additional funds become available.

Location:

ORSP, GPEPP, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Ten (10) years of work experience in research, grant writing, and supervisory and management experience;

Preferred Qualifications:

- Master's Degree in Horticulture or related field;
- Over seven (7) years of experience in natural resources management;
- Over five (5) years of experience working with native plants and threatened and endangered species;

Character of Duties:

- Oversee day-to-day operations for all Guam Plant Extinction Prevention Program (GPEPP) projects;
- Supervise GPEPP employees;
- Review and certify time and effort for all GPEPP staff;
- Review and edit monthly progress reports and final reports;
- Monitor project costs;
- Ensure compliance of DoD natural resource and environmental policies and regulations;
- Address DoD concerns regarding Cooperative Ecosystem Studies Unit (CESU) projects;
- Facilitate meetings with DoD technical representatives;
- Perform other duties necessary to fulfill GPEPP CESU project deliverables;

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

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

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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).