



# 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**

**Research Associate II (EPSCoR – Genetics Lab Manager)**

**(JOB # RC-21-57)**

**Application Deadline:**

**11:59 p.m. on June 25, 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](mailto:rcuoghr@triton.uog.edu). The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

**Salary**

Grade M, Step 1, \$19.60 – Step 6, \$23.60 per hour  
Temporary, Full-Time, 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 will begin on **July 01, 2021** and end on **June 30, 2022**, based on availability of funds with possibility of extension should additional funds become available.

**Location:**

ORSP, EPSCoR, University of Guam, Mangilao, Guam

### **Minimum Qualifications:**

- Bachelor's degree in Biology, Chemistry, or related field from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of experience in molecular genetics laboratory techniques;

### **Minimum Knowledge, Abilities, and Skills:**

- Excellent managerial skills;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail, strong problem-solving, training, and mentoring abilities;
- Excellent written and verbal communication skills;
- Ability to read, interpret and extract relevant information from the scientific literature;
- Ability to multitask;

### **Preferred Qualifications:**

- Master's degree in Biology, Chemistry or related field from a U.S. regionally accredited institution or foreign equivalent;
- Experience with Next Generation Sequencing protocols and instruments;
- Demonstrated experience with lab management: reagent and supplies stock management and placing orders;
- Ability to work independently with minimal supervision, establish work priorities, and take initiative in pursuing activities that further project goals;

Through investments by the National Science Foundations Established Program to Stimulate Competitive Research (EPSCoR), the genetics laboratory at the Marine Laboratory of the University of Guam was modernized. The genetics laboratory is used by multiple faculty researchers, postdocs, and graduate students to conduct genetics and genomics research using mostly tropical marine organisms. The focus of these studies include biodiversity inventories, population connectivity, gene expression, and genome evolution. To support these research projects, the lab is equipped with an Illumina sequencer, qPCR and other thermocyclers, liquid handling robots, and facilities for cryo-preservation of tissues through the associated biorepository. We are looking for a highly organized and collegial individual to become our Research Associate II (Genetics Lab Manager) supporting our research mission. The selected candidate will ensure that lab operations run smoothly and without unnecessary interruptions by keeping an up-to-date inventory of supplies and ensuring timely orders to replenish stocks. The Research Associate II (Genetics Lab Manager) will ensure compliance with safety protocols by providing onboarding and training to users of the genetics laboratory, including technicians and students. The selected candidate is expected to provide technical assistance for the lab, ensuring appropriate maintenance of equipment and aid in trouble-shooting of lab protocols as necessary. The Research Associate II (Genetics Lab Manager) will work under the direction of a designated administrator and/or faculty member.

### **Character of Duties:**

The responsibilities and primary functions of the position include, but are not limited to:

- Order and keep an updated inventory of supplies and reagents;

UOG Station, Mangilao, Guam 96923

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

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

- Train lab users;
- Maintain equipment;
- Ensure adherence to regulatory requirements, budgets, and schedules;
- Establish and improve standard operating procedures and protocols;
- Develop procedures for testing equipment to ensure necessary calibration and maintenance is performed when necessary;
- 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

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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).