



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

April 21, 2022

**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  
(Data Management Biologist - USGS Brown Treesnake Project)**

**(JOB # RC-22-37)**

**Application Deadline: 11:59 p.m. on May 06, 2022 (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 (must include contact information for three references), and transcripts to [rcuoghr@triton.uog.edu](mailto: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 M, Step 3, \$21.11 – Step 7, \$24.50 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 May 31, 2022 and end on April 14, 2023 based on availability of funds with extension likely should additional funds become available.**

**Location:**

Guam National Wildlife Refuge, Ritidian Point, Yigo, Guam

### **Minimum Qualifications:**

- Bachelor's degree in Biology, Environmental Science, Zoology, Ecology, Data Management, Data Science, or related field from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) years of experience relevant to the position **OR** combination of college credits, technical training, and/or substantial professional level of work experience;
- Must have a valid driver's license and passport;
- Must be able to pass background checks required for access to government computers and military facilities;

### **Character of Duties:**

Data Management Biologist(s) hired under this announcement will be part of the Brown Treesnake Project under the direction of U.S. Geological Survey scientists. Members of the project conduct high-quality research on biology, control, and containment of the brown treesnake, with the eventual goal of restoring native species. Offices and labs are at the Guam National Wildlife Refuge, Ritidian Point, Yigo, Guam, and fieldwork is conducted primarily on northern Guam including on military lands, however, some fieldwork takes place in southern Guam and on Cocos Island. Project leaders are based at Guam National Wildlife Refuge and at the USGS Fort Collins Science Center.

Duties include:

- Properly storing, proofing, and managing data entered by the many Biologists that are a part of the Brown Treesnake Project;
- Managing multiple databases such as Microsoft Access, Microsoft Excel, ArcGIS Survey 123, ArcGIS Online, and other databases;
- Creating physical datasheets, digital datasheets, simple databases, and complex databases;
- Completing quality control for data for multiple projects;
- Troubleshooting and solving issues with datasheets, data entry, and databases;
- Responding to data requests made by U.S. Geological Survey scientists;
- Shipping original copies of physical datasheets to U.S. Geological Survey scientists at the USGS Fort Collins Science Center;
- Maintaining, updating, and composing data management related standard operating procedure documents, data workflow documents, and other documents;
- Conducting surveys for brown treesnakes and other species to understand data collection and assist with data collection;
- Setting and checking traps and other control tools to understand data collection and assist with data collection;
- Conducting capture, animal measurements, humane euthanasia, and necropsy of brown treesnakes and other species to understand data collection and assist with data collection;
- Conducting ecological experiments on various vertebrate species in the lab and in the field to understand data collection and assist with data collection;
- Extensive error-free data collection, data entry, data proofing, and data quality control;
- Participating in team meetings, trainings, and other activities;

UOG Station, Mangilao, Guam 96923

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

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- Other duties as assigned;

The Data Management Biologist(s) will have a furnished office with U.S. Geological Survey computer and multiple monitors screens. The office also has cabinets for storage of all physical datasheets and scanned copies of physical datasheets. Standards for information security and handling of records must be maintained. The Data Management Biologist(s) will be expected to assist with transitions from physical datasheets to digital data entry. Office and laboratory conditions are safe, secure, and comfortable.

Field conditions for data collection activities can be challenging, including extended periods of fieldwork in hot and humid conditions including continuing work during rainstorms; traveling over steep/rocky terrain while carrying equipment, exposure to biting/stinging insects, and handling snakes, rodents, and other animals that may bite. Safety is our highest priority and unsafe behaviors will not be tolerated. Split shifts (such as work in morning, no work in the afternoon, then work at night), working the morning after working at night, and weekend work may occur.

Incumbents will become members of the Brown Treesnake Rapid Response Team and may be required to travel to other Pacific islands on short notice to participate in rapid responses to snake sightings.

**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

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(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 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).