



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

March 11, 2024

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 Director (ORSP – GPEPP)

(JOB # RC-24-39)

Application Deadline: 11:59 p.m. on March 18, 2024 (Chamorro Standard Time/UTC + 10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal at <https://uog.peopleadmin.com/> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

Salary

Grade O, Step 1, \$29.27 – Step 5, \$33.96 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%.

Minimum Qualifications:

- Master's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent;
- Six (6) years of work experience relevant to the position;

Minimum Knowledge, Skills, and Abilities:

- Ability to communicate effectively. Good verbal and written skills;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work flexible hours, including weekends and evenings, as needed;

Character of Duties:

- Assists in decision making as it relates to project duties and details;
- Coordinates and oversees Guam Plant Extinction Prevention (GPEPP) Projects, as well as 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;
- Manages data collection and analysis and tracks GPEPP projects progress;
- Track success of the project and meet requirements of the contract with regard to reporting. Review documents and deliverables, lead meetings, conduct reviews and coordinate extensively with Government Personnel and external resource agencies;
- Ensure quality control and proper data management to ensure deliverables are of highest professional quality;
- Manage all project staff and their schedules to ensure work is completed as planned and on schedule. Duties to include performance management, hiring, terminating, coaching, contracting;
- Lead the development and implementation of a GPEPP strategic plan;
- Develops daily project objectives and delegates personnel to each assigned duty on the various projects;
- Conduct scientific review of literature;
- Leads efforts in the collection of field and nursery data;
- Coordinates the collection, propagation and outplanting of plant propagules following established methods;
- Coordinate logistics with the Cooperative Agreement Technical Representative (CATR);
- Manage field equipment and project files;
- Assist in the preparation of materials for project meetings;
- Assist in the preparation of monthly reports and final reports;
- Perform 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.

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 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).