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A N N O U N C E M E N T

July 11, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#078-18 DIRECTOR OF RESEARCH AND SPONSORED PROGRAMS

Location:	Research and Sponsored Programs
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an Administrator who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>Under the direction of the Senior Vice President for Academic and Student Affairs, the Director of Research and Sponsored Programs will administer all aspects of the Office of Research and Sponsored Programs. This Director position is a 12-month administrator position.</p>
Character of Duties:	<p>Major duties and responsibilities shall include, but will not be limited to, the following:</p> <ul style="list-style-type: none">• Administer all aspects of the Office of Research and Sponsored Programs.• Collaborate with the research centers on research agendas that support the University's mission of engagement.• Serve as point-of-contact for all outgoing and incoming proposals and grants.• Lead the compliance function and serve as liaison to federal agencies (i.e., human subjects).• Conduct and administer trainings and workshops, develop newsletters and policies and procedures that will encourage research within the University community.• Coordinate institutional, multidisciplinary, interdisciplinary proposals.• Develop the Legislative budget request for the Office of Research and Sponsored Programs.• Actively seek grants to support research within the University and provide administrative support for externally funded research programs.• Provide regular reports of grant and sponsored program activities to UOG executives.• Assure nexus of research grants to academic programs, with academic unit heads.• Serve as the focal point for federal proposals prior to their transmittal to Government of Guam's Clearinghouse, as required.• Coordinate the activities of the human subjects Protection Committee and the Animal Care Committee as well as other Faculty Senate Committees regarding research.• Initiate, monitor, and report activities related to University research ethics (e.g., misconduct in science and others).• Perform other duties as assigned by the Senior Vice President for Academic and Student Affairs.
Qualifications:	<p>Minimum: Earned Ph.D. degree with emphasis on research from a U.S. accredited institution or foreign equivalent. Demonstrated competence as a higher education administrator, researcher, and scholar. Proven record of grantsmanship and publication in professional journals. Demonstrated ability to work with culturally diverse groups.</p>
Salary Level:	\$107,056 - \$160,585 per annum

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Appointment/ Relocation:	<p>The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.</p>
Benefits:	<p>Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.</p>
Application Process:	<p>Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at https://uog.peopleadmin.com. Please have the following documents prepared and ready to upload with your application:</p> <ol style="list-style-type: none">(1) Letter of application that describes candidate's qualifications(2) Curriculum vitae(3) Copies of all graduate and undergraduate transcripts <p>Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.</p> <p>Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Lee S. Yudin, Search Committee Chair, lyudin@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.</p> <p>Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 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.</p> <p>Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.</p>
Application Deadline:	<p>Optimal submittal date is July 31, 2018 Chamorro Standard Time (ChST/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.</p> <p>(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)</p> <p>For further information about the University of Guam, visit our Web Site at http://www.uog.edu. General information about Guam is available at http://www.visitguam.org. For local newspapers, The Pacific Daily News is available at http://www.guampdn.com and The Guam Daily Post is available at http://www.postguam.com.</p>
Work Eligibility:	<p>Submission of completed job applications authorizes 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.</p> <p>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.</p> <p>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.</p> <p>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 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 University of Guam, you will be required to present valid documents to comply with this law.</p> <p>The University of Guam is an equal opportunity employer and provider.</p>

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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, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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Chief Human Resources Officer