



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

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

June 17, 2021

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

#090-21 DIRECTOR, CONTRACTS AND GRANTS

Location:	Research and Sponsored Programs/UOG Grants Office
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 three 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 executive 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>The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.</p> <p>Under the direction of the Vice Provost for the Office of Research and Sponsored Programs (ORSP), the Director, Contracts and Grants will appropriately plan, direct, manage the Office of Research and Sponsored Programs and activities to include seeking out grant and contract opportunities for the University of Guam. The Director, Contracts and Grants will be responsible for pre-award grant writing, coordination of grant applications (to submissions and a database) post-award, grant workshops and overall grant compliance to support the University's mission.</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Under the direction of the Vice Provost of ORSP, manage the ORSP to ensure the proper and efficient coordination of grant and contract opportunities, pre-award grant writing, grant applications, and grant compliance in support of the University's mission;• Under the purview of Vice Provost of ORSP, direct activities associated with grants, contracts, MOA, MOU, and cooperative agreements throughout the University;• Scrutinize grants, contracts, MOA, MOU, and cooperative agreements budget and financial impacts on pre-award and post-award;• Ensure that proposal budget is aligned with solicitation guidelines for federal and local awards;• Keep abreast with federal and local policies and regulations to administer and resolve compliance matters;• Develop grant workshops on grant search engines, grant application work-space, and grant/budget management for faculty and administrators;• Directs and manages pre-award and post-award for grants, contracts, MOA, MOU, and cooperative agreements for over \$14M projects;• Take part of decision making with the Vice Provost of ORSP for daily operations and all funded projects;• Troubleshoot errors related to proposals on grant application websites;• Work closely with Research Corporation of University of Guam (RCUOG) and UOG Business Office on budget management;• Work closely with Principal Investigators (PIs) on program management;• Ensures all grant related documents are completed with accuracy for pre/post awards to allow smooth transitions;• On a regular basis, disseminate federal and local funding opportunities to colleges and units;

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- Serve as advisor for PIs and program managers for the proper utilization of funds;
- Review and sub-approve project documents, unit documents, purchase orders, petty cash, travel request/clearance, direct payment, hiring, fund transactions, etc. for all projects and units under the ORSP umbrella;
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies;
- Actively seek, identify, and meet ORSP goals. University priorities and search requests;
- Research, interpret, and disseminate information on federal, state, and other funding resources;
- Create and maintain systems for dissemination of information about external funding opportunities and other grants-related information;
- Regularly meet with faculty and staff to learn about their funding needs and cultivate project engagement;
- Provide leadership and guidance to faculty and staff in the planning, program design, and budget development and evaluation of grants;
- Write or assist with the writing of grant applications;
- Conduct training and group workshops to develop and write grant proposals;
- Serve as liaison with funding source program and contract officers, resource developers nationally, and with community organizations;
- Work collaboratively with the Office of Academic Assessment and Institutional Research to coordinate the gathering of data needed for proposals;
- Ensure quality of collected and reported fiscal grant data;
- Track and report proposal submissions and progress;
- Develop and maintain a process to monitor grant reporting compliance;
- Review and interpret grant agreements for compliance;
- Assist in acknowledgement and recognition of grant awards through communications and published announcements; and
- Perform other related duties as assigned.

Qualifications:

Minimum:

- Master's degree in Public Administration, Business Administration, or a closely related field from a U.S. regionally accredited institution or foreign equivalent with three (3) years of professional experience in the grants administration including two (2) years of experience as a supervisor, manager, or project leader in a higher education environment; and
- Proven record of program development and ability to handle multiple projects simultaneously and work under pressure; demonstrated ability to communicate and work effectively with the public, students, and employees at all levels (i.e. staff, faculty, administrators); and demonstrated ability to work with culturally diverse groups.

Preferred:

- Ability to demonstrate the characteristics of being a self starter, diplomatic, pro-active individual capable of managing people and processes reasoning to plan and prioritize work that is primarily project oriented and involves some extremely difficult problems and/or decisions;
- Ability to make presentations to potential industry partners to engage them in working with the UOG and the Research Corporation of the University of Guam (RCUOG);
- Experience in Micronesia;
- Experience in the use of Ellucian Colleague system or another integrated enterprise system used in higher education; and
- Ph.D. and demonstrated professional experience with federal funding agencies.

Salary Level:

\$64,000 - \$96,000 per annum

Appointment/ Relocation:

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.

Benefits:

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.

Application Process:

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:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

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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.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Rachael Leon Guerrero, Search Committee Chair, rachaelrlg@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.

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. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

**Application
Deadline:**

Application will be received no later than July 15, 2021 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

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>.

**Work
Eligibility:**

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.

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 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.

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

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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer