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ANNOUNCEMENT

September 10, 2025

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 092-25

Position Title
COLLECTIONS MANAGER

Salary Range:
UGPP/N-01 \$54,918.00 - UGPP/N-10 \$75,392.00 Per Annum

Opening Date: September 10, 2025
Closing Date: September 23, 2025

Location:
Office of Research & Sponsored Programs (ORSP)/Marine Laboratory (ML)

MINIMUM QUALIFICATION:

- Master's Degree from an accredited university in museum studies, marine biology, biology, environmental studies, invertebrate/vertebrate zoology, systematics, or related field;
- Two (2) years of experience working with natural history collections in a position with similar responsibilities, with a special emphasis on collections of fluid-preserved fish and invertebrates and dry invertebrates;
- Familiarity with biodiversity informatics, including the specimen record management system, or similar, and web-based distribution networks;
- Experience in the collection of marine invertebrate and vertebrate specimens using a variety of techniques;
- Taxonomic expertise in tropical marine taxa;
- Open Water scuba certification.

PREFERRED QUALIFICATIONS:

- Five (5) or more years of experience working with natural history collections in a position with similar responsibilities;
- Expertise in one or more taxa that constitute organizational strengths and programmatic priorities;
- Experience using and customizing the Specify specimen record management application;
- Two (2) or more years of experience in a supervisory role managing a small team of students and professionals;
- Experience using and maintaining a desktop scanning electron microscope and mCT scanner;
- Experience working long-term in a geographically isolated location with relatively limited access to equipment, supplies, and services;
- Experience with digital photography, including the use of various types of cameras and accessories, as well as image post-processing and organization;
- Advanced Open Water scuba certification with at least 100 logged dives and active or recently active status as an AAUS Scientific Diver.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK IN THIS CLASS:

The collections manager is responsible for administering the Guam Center for Biodiversity Research (GCBR) collections, which include fluid-preserved and dry specimens, frozen tissues, images, microscope slides, mCT scans, and genetic and other data. These collections have a rapidly expanding focus on the marine fauna of the Mariana Islands, but existing collections also include diatoms, freshwater fauna, and specimens from other Indo-Pacific locations. Future acquisitions may include additional taxa and specimens from other regions. The collections manager is responsible for practical day-to-day activities in the collections including management of other collection staff, graduate students, and interns, but they are also expected to participate in specimen collection, grant writing, processing, identification, and imaging; conducting research that contributes to the organization's strengths; carrying out curatorial tasks for collections without dedicated curators; and collaborating with GCBR curators and the UOGML Director to plan and implement organizational goals, priorities, and programs.

COLLECTIONS MANAGER # 092-25

CHARACTER OF DUTIES:

Administers GCBR collections including: identification, labeling, storage, and inventory of specimens; management of digital specimen records using Specify 7 and associated applications; public distribution of specimen records through GCBR web portals and major web-based specimen record distribution networks; facilitation of guest curator, researcher, and staff access to the collections while upholding professional standards and maintaining collections safety; and management of collections staff in association with curators. Contributes to the expansion of the collections by supporting curators with specimen collection, processing, identification, and imaging, and, when necessary, overseeing collecting events, associated processing and imaging, and acquisition of collecting permits. Collaborates with the curators and the UOGML Director to plan and implement organizational goals, priorities, and programs, including grant proposal writing. Conducts systematics/taxonomic research that furthers our understanding of the region's marine biodiversity.

Coordinates with UOG OIT on the maintenance and development of the specimen record management system and associated web portals. Contributes to the development and maintenance of public displays and gives guest lectures and seminars and workshops aimed at highlighting and demonstrating the importance of the GCBR collections and its contributions to regional and global biodiversity research and preservation. Also contributes to training offerings in specialized taxonomic or equipment skills to researchers, students, technicians, and others. Ensures continuity in the maintenance of two desktop scanning electron microscopes and an mCT scanner in the absence of a faculty member or staff dedicated to this task and provides limited training and scheduling oversight for the use of these instruments when necessary. Actively engages in the profession by participating in conferences, professional societies, and continuing learning opportunities. Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Ability to work efficiently and in a timely manner on a wide range of tasks, concurrently. Ability to maintain a high level of detail and quality in management and completion of tasks. Ability to work collaboratively and in a self-directed capacity, with solutions-oriented focus. Excellent written and verbal communication skills.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

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 (e.g. 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.

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 within the University of Guam, you will be required to present valid documents to comply with the law.

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.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.


UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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 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).

COLLECTIONS MANAGER # 092-25



Joseph Gumataotao (Sep 9, 2025 10:38:31 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Collections.Manager.09/10/25
Approved by CHRO 09/10/25