



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

**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**

**Associate Director (Sea Grant - Operations and Development)**

**JOB # RC-20-49**

**Application Deadline: 11:59 p.m. on July 10, 2020 (Chamorro Standard Time/UTC+10)**

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #24, UOG Campus. 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 P, Step 1 \$26.68 – Step 10 \$36.62 per hour  
Full-Time Employee, 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 **July 20, 2020** and ends on **July 19, 2021** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

UOG Dean's Circle, Sea Grant Office, House #25, University of Guam, Mangilao, Guam

**Description:**

The University of Guam Sea Grant Program (UOG Sea Grant) integrates research, extension, and education in support of the wise stewardship of marine resources and sustainable coastal communities. This program is one of thirty-four (34) Sea Grant Programs in the United States. Core funding is provided by the National Oceanic and Atmospheric Administration (NOAA).

UOGSG seeks an individual to serve as a critical link among UOG Sea Grant faculty and staff, researchers, stakeholders and communities to functionally integrate all aspects of UOG Sea Grant programmatic efforts and activities. The Associate Director works closely with the Director and will be responsible for the coordination, development, expansion and delivery of evidence-based research, outreach, and education activities that empower individuals, communities and policy makers to make informed decisions regarding healthy coastal ecosystems and environmental literacy and workforce development.

The Associate Director will be located in the Sea Grant Office at the University of Guam and will report to the Director. The selected individual will support oversight of UOG Sea Grant staff and coordinate with UOG faculty, UOGSG-funded researchers, UOGSG Advisory Board members local and federal agencies on Guam and in the region, including other stakeholders and partners related to ongoing and emerging marine and coastal initiatives. The selected individual will serve on the program management team, coordinate research activities, assist the Director with oversight of research, extension, education, and communications activities. The Associate Director of Operations and Development will also represent UOGSG on local, regional and national Sea Grant initiatives. National and international travel may be required.

**Minimum Qualifications:**

- Master's degree in relevant field **OR** Bachelor's degree in Biology and/or substantial professional level work experience relevant to the position;
- Ten (10) years of demonstrated experience in grants or contract administration, research, or outreach;
- Supervisory or management experience;
- Interest, background, or experience in coastal resources conservation or related field;

**Minimum Knowledge, Abilities, and Skills:**

- Ability to follow demonstrated procedures;
- Ability to plan and carry out procedural and technical steps required to complete surveys and field data collection projects;
- Ability to work well with others and manage personnel efficiently;
- Knowledge and ability to apply local and federal regulations;
- Knowledge of federal grant process (pre and post-award);
- Ability to manage federal budgets according to project terms and conditions with minimal supervision;

**Preferred Qualifications:**

- Fifteen (15) years of experience in grant management;
- Ten (10) years of experience in federal grant application and reporting;
- Ten (10) years of experience in conservation and environmental project management;
- Proven success in attaining resources to maintain and expand programs;

### **Character of Duties:**

Incumbent will serve as the UOG Sea Grant Associate Director of Operations and Development who will manage and administer the program's activities with guidance from the director. This includes, but is not limited to:

- Supervision of UOG Sea Grant personnel (e.g. staff, fellows, and student interns);
- Development and execution of competitive research proposals, and merit review processes, including reviewer identification and coordination, promotion, and handling inquiries;
- Develop and implement extension events and activities, including planning, participant recruitment, promotion, delivery and implementation;
- Coordinate graduate fellowship awards for research and outreach projects, including implementing and coordinating professional development instruction, assisting with development and implementation of relevant outreach components, and providing technical assistance on managerial/financial responsibilities;
- Coordinate subcontracts/awards with faculty and/or nonprofit organizations, including developing process to ensure overall compliance with grant objectives, reviewing progress reports, and providing administrative guidance to awardees and necessary;
- Develop science-based educational products, inclusive of curricula and outreach materials;
- Write grants or conduct other fundraising activities to support activities within grant or program's overview;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with overall grant or program's development, including strategic planning processes;
- Support management functions within the grant or program's strategic plan, Omnibus program narratives, reports and reporting systems, as well as budget and budget monitoring;
- Interfacing with university-based research teams to address knowledge and practice gaps;
- Represent UOG Sea Grant via participation in the National Sea Grant Research Coordinators Network, Extension Network, Fiscal Officer's Network, and serve as alternate to director in the Sea Grant Association;
- Identify and secure funding in support of the UOGSG mission, faculty and staff to include philanthropic development opportunities, extramural grant support and other avenues of support to build program capacity and scope;
- Build and manage professional relationships across a broad range of institutions (public agencies, private industry, and NGOs), disciplines, and functions (e.g., research, extension, education, and communications), working with people serving in various capacities and at all levels of management;
- Other duties as assigned;

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

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