



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

May 28, 2026

**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 Associate  
(ORSP/CRI – Sea Turtle Project)**

**(JOB # RC-26-39)**

**Application Deadline: 11:59 p.m. on June 04, 2026 (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.

For further questions, please email [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu)

**Salary**

Grade M, Step 1, \$23.91 – Step 5, \$27.74 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 Natural Resources, Marine Biology, Environmental Science, Conservation Biology, or a related field from a U.S. regionally accredited institution or foreign equivalent;
- Three (3) years of work experience in Project Coordination, Natural Resource Management, or Conservation Work;

**OR**

- Bachelor's degree in Natural Resources, Marine Biology, Environmental Science, Conservation Biology, or a related field from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of work experience in Project Coordination, Natural Resource Management, or Conservation Work; **OR** a combination of bachelor's degree, work experience, and graduate level coursework;

**Preferred Qualifications:**

- Master's degree in Natural Resources, Marine Biology, Environmental Science, Conservation Biology, or a related field from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) to four (4) years of experience in Project Management, Natural Resource Management, or Conservation Work;

**Minimum Knowledge, Skills and Abilities:**

- Ability to communicate research findings and conceptual ideas to a diverse set of groups and stakeholders;
- Working knowledge of office equipment, such as printer, scanner, and copier machines;
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint);
- Excellent time management skills and the ability to prioritize work;
- Strong research, writing, attention to detail, and problem-solving skills;
- Able to work independently while taking initiative to support and achieve project success;
- Ability to meet tight deadlines;
- Project management and coordination;
- Demonstrates strong attention to detail and a conscientious work ethic;
- Leadership and mentorship skills;
- Problem-solving and adaptability;
- Ability to work in field and office settings;
- Knowledge of and ability to execute the scientific methods;
- Demonstrates excellent written and verbal communication skills;
- Ability to design and implement research projects;
- High-performing team player;

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

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## **Character of Duties:**

The Project Associate will lead and oversee the implementation of the Sea Turtle Monitoring and Education and Outreach Project at Andersen Air Force Base (AAFB). This position is responsible for coordinating field activities, ensuring timely and accurate data collection, reviewing technical reports, and supporting education and outreach efforts. The Project Associate will provide mentorship to field biologists and ensure project goals, timelines, and deliverables are met in alignment with organizational and funding requirements.

### I. Project Management & Coordination

- Oversee day-to-day operations of the sea turtle project;
- Ensure project milestones, timelines, and deliverables are met;
- Coordinate field schedules and logistics for survey teams;
- Work with contractor for sea turtle monitoring support;
- Maintain communication with partners, stakeholders, and leadership;
- Assist with management of beach clean-up and monitoring volunteers;

### II. Field Oversight & Data Quality

- Ensure biologists conduct surveys in a timely and consistent manner;
- Monitor fieldwork to ensure adherence to protocols and safety standards;
- Support data collection, management, and quality assurance;
- Assist with conducting beach surveys several days a week which involves walking in the sand for 3-4 hours a day (4:00am to 8:00am);
- Assist in the preparation of field activities, logistics and field equipment;

### III. Reporting & Documentation

- Review and edit technical reports, field summaries, and grant deliverables;
- Ensure accuracy, completeness, and timely submission of reports in accordance with the project's scope of work;
- Track project progress and maintain organized records of the project files, including field notes, database and quality control;
- Assist in the preparation of the monthly and final reports;
- Maintain equipment inventory and official vehicle;

### IV. Mentorship & Team Support

- Provide guidance and mentorship to biologists and field staff;
- Support professional development and capacity building within the team;
- Foster a collaborative and accountable work environment;

### V. Education & Outreach

- Assist with community outreach, educational programs, and public engagement as required in the project scope;

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- Support development of outreach materials related to sea turtle conservation;
- Represent the project at community events, meetings, or workshop;
- Familiarity with data collection protocols and reporting requirements (e.g., grant-funded projects);
- Experience in community outreach or environmental education;
- Demonstrated leadership or supervisory experience;

The Project Associate will also perform:

- Other related duties as assigned;

**Working Conditions:**

- Combination of office work and fieldwork, including early mornings, evenings, or weekends as needed;
- Outdoor work in coastal environments and varying weather conditions;

**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

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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.

- Upon selection of hire, you will be required to provide additional documents (if necessary) as condition of employment.

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).

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