



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of 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 Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

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

**Program Manager
(CIS)**

JOB # RC-19-25

Application Deadline: Midnight, July 17, 2019

Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu or submit documents to the RCUOG office located at Dean Circle, House #33, 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 N, Step 1, \$21.64 – Step 10 \$29.71 per hour

Temporary, Full-Time, 40 hours per week.

Benefits: 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 begins on **July 31, 2019** and ends on **December 31, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

Dean Circle, House #32 (CIS)

Minimum Qualifications:

- Master's degree in Biology or related field
- Five (5) years of experience in conservation management or related field

- One (1) year of experience in management of botany-related projects, preferably with forest habitat restoration research and invasive plant management experience in CNMI/Guam
- Familiarity with native plant research and conservation

Preferred Qualifications:

- One year minimum experience in leading/training a biologist field crew
- One year minimum experience overseeing grant budgets

Character of Duties:

- Lead efforts in the collection of ecological, forest, rare plant, habitat data following established methods for several conservation and research programs.
- May assist conservation scientists with forest management procedures, as well as watershed management and monitoring (stream turbidity and sediment accumulation measurements).
- Manage daily crew activities with the program coordinator. Exercises initiative in developing solutions to common technical and procedural problems such as changes in priorities, need for extended field time. minor adjustments related to the need for additional equipment or personnel. or other comparable issues.
- Maintain data quality to ensure that no data are missing and/or incomplete, and all data have been comprehensively edited and reviewed prior to entry in the database.
- Compile and summarize data, runs routine computer programs and checks for inconsistencies.
- Perform computations and interprets the data produced in order to prepare charts, graphs, and reports. Work with project Fiscal Accounting Associate to complete travel reports, arrange reimbursements, as well as purchase equipment and gear for project purposes.
- Assist in analysis of field data and make suggestions and recommendations for more efficient collection of field data.
- Perform other duties as assigned. May help with outreach activities, workshops or conferences to promote conservation and research programs. Report to the program coordinator concerning field conditions, the progress of projects and the results on a monthly basis.
- Must be available to go on field visits as pan of a team or individually. Actively participate in the safety program, assisting in identifying hazards and mitigating actions.
- Must participate in training activities to comply with policies in regard to field collection protocols, safety, diversity and civil rights.

Clearances

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.