



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, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

RCUOG Executive Director

JOB # RC-20-42

Application Deadline: 11:59 p.m. on July 31, 2020 (Chamorro Standard Time/UTC+10)

Email RCUOG application, cover letter, curriculum vitae and transcripts to rachaeltlg@triton.uog.edu or submit sealed documents to the RCUOG office located at Dean Circle, House #24, UOG Campus. The RCUOG application can be downloaded from https://www.uog.edu/resources/files/rcuog/policies_forms/rcuog_employment_application.pdf

Salary

\$99,982 - \$149,972

Salary based on work experience, credentials, and availability of funds.

Full-Time Employee, 40 hours per week

Benefits:

Full-Time: Social Security, Medical and Dental Insurance, up to 8 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 August 20, 2020 and ends on August 19, 2021 based on availability of funds with possibility of extension should additional funds become available.

Location:

UOG Dean Circle, House #24, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Master's degree in Business Administration, or a closely related field from a U.S. accredited institution;
- Ten years of experience as an administrator in a higher education environment;

- Demonstrated strong written and oral communication skills which will be utilized to present RCUOG and its mission to its affiliates, various government agencies, and the public. The executive director should be adept at developing relationships with various organizations;
- Demonstrated innovative and strategic leader who can work effectively at the intersections of academia, research, and business opportunities. She/he will bring an analytical and intellectual understanding of research and its impact on the quality of life in Guam and the Region;
- Demonstrated strong organizational, administrative, and financial management skills. The executive director will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of RCUOG;

Preferred Qualifications:

- Significant work experience on University of Guam or other university projects supported by federal, state, or private grants or contracts;
- Significant experience in working with employment issues in higher education;
- Knowledge of administrative policies, procedures, and processes in higher education;
- Ability to communicate and work effectively with the public, students, and with employees;
- Working knowledge of the Code of Federal Regulations as they apply to higher education entities;
- Experience overseeing the financial management of Federal grants;

Character of Duties:

The executive director is responsible for overall management, operations, asset protection and marketing/public relations for RCUOG which provides a flexible funding mechanism for the conduct of research and education for the University of Guam. The incumbent also:

- Oversees all financial management of the RCUOG including financial planning and annual operating budget; accounting and audit; capital assets, property management and payroll in accordance with generally accepted accounting principles, and board policies and procedures, and all other applicable rules and guidelines;
- Oversees all aspects of human resource management for employees including but not limited to hiring and termination, and applying board-approved employee policies and benefits in accordance with federal and Territory requirements; regularly supervises administrative staff;
- Interacts with other personnel and organizations, such as the University of Guam and other territorial and national organizations as applicable; is responsible for cultivating and developing external relationships with non-profit, governmental entities, and the public;
- Is responsible for grants and contracts management including negotiating agreement terms that reflect the needs of the University of Guam and RCUOG; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds and pre and post award work for research funding as

UOG Station, Mangilao, Guam 96923

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applicable; maintains an effective systems of internal controls to account for all receipts and expenditures of funds;

- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for RCUOG operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors;
- Works closely with investigators and their staff members to ensure they are provided with appropriate support systems and responsive, quality service in the areas of project accounting, human resources, purchasing and related administrative functions;
- Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of RCUOG funds, to determine programs and providers that best meets the needs of RCUOG and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits program as well as IT and facilities;
- Communicates effectively with multiple audiences using a variety of formats including written communications, presentations and briefings to research and education managers, the board of directors and other parties; presenting at local meetings and to outside groups regarding a variety of issues affecting RCUOG;

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

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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).