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ANNOUNCEMENT

February 5, 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. 030-25

Position Title
PROJECT COORDINATOR

Salary Range:

UGPP/O-01 \$60,875.00 – UGPP/O-07 \$76,093.00 Per Annum

Opening Date:

February 5, 2025

Closing Date:

Continuous Until Filled

Location:

Academic & Student Affairs/Research & Sponsored Programs/Water & Environmental Research Institute (WERI)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in computer science, finance, accounting, business administration, or related field.
- Minimum of five (5) years of experience in administration of research or business-related field.
- Understanding of local and federal budget policies and guidelines.
- Experience with implementing budgeting policies and practices to prepare or direct the preparation, review, and analysis of grant budgets and internal fiscal documents.
- Understanding of project management and organizational leadership principles.
- Expertise in Microsoft Office applications (Word, Excel, Outlook, Access) and Microsoft Project.
- Demonstrated ability to organize, coordinate, and administer work; to follow through on projects, anticipate needs and challenges; and to function independently as well as part of a team.
- Demonstrated personal and social relations skills for effective work with university faculty, staff, and students, as well as with WERI clients.
- Critical thinking, mastery of details, and proactive problem-solving skills.

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.

DUTIES AND RESPONSIBILITIES:

Manages and monitors financial activities of locally and federally funded research projects. Coordinates with grantors and principal investigators to update and follow up on approval, initiation, completion, or extensions of projects, including invoice payments and report submissions. Oversees and prepares expenditure and financial reports for Water Resources Research Act Section 104 program, Guam Hydrologic Survey (GHS), Guam Comprehensive Water Monitoring Program (CWMP), supports from other stakeholders such as DoD (Naval Facilities Marianas) if available, and WERI Water Quality Laboratory (WQL). Disseminates reports to principal investigators for timely action and provides recommendations on how to best utilize funds for approved project budget categories. Reviews, evaluates, and consolidates budget requests for federal and local projects. Provides budget amendments, as required, for finalization and submission to grant agencies. Administers and reviews Joint Funding Agreements with USGS for Guam CWMP. Administers memoranda of agreement and contracts, including negotiation of terms, compliance, invoicing, and payments. Coordinates with staff of UOG Business Office, HRO, Procurement, ORSP, and RCUOG regarding financial setup, availability, and management of funds. Monitors and reviews labor costs, manages accounts, and coordinates with Business Office staff. Prepares program fiscal summaries and financial reports for CWMP, GHS, and WERI Annual Projects Summary. Coordinates with FSM Federal, Yap, Chuuk, Pohnpei, and Kosrae government officers and agency personnel regarding UGGS projects and annual advisory council meetings. Participates in and provides direct, real-time support for WERI's annual advisory council meetings in CNMI, FSM, and Guam. Attends workshops, conferences, and training meetings on federal policies and procedures to stay abreast of new regulations and network with administrative staff of federal and local grantors and client agencies. Other duties as requested by the WERI Director.

#030-25 PROJECT COORDINATOR

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 the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call (671) 735-2350.

UNIVERSITY INFORMATION:

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

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).


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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Project.Coordinator.02/05/25
Approved by CHRO 02/05/25