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# A N N O U N C E M E N T

September 14, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

## #113-21 DIRECTOR, MARINE LABORATORY

**Location:**

Research and Sponsored Programs/Marine Laboratory

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

**General Description:**

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.

**Character of Duties:**

Under direction of the Vice Provost for Research and Sponsored Programs, the Marine Laboratory (ML) Director is responsible for the overall administrative duties of the unit. The ML Director is a 12-month administrator position. The Director of the Marine lab will be responsible for leading and supporting the mission of the UOG Marine Lab by placing marine science in the service of Guam and the rest of Micronesia to: a) investigate the biology of tropical marine systems, emphasizing conservation and management; b) teach, forming the core of the graduate program in Biology; and c) serve, providing environmental assessments, technical reports, competitive peer-reviewed publications, educational materials, public lectures, and expertise on marine issues.

Major duties and responsibilities shall include, but not be limited to, the following:

- Lead by placing marine science in the service of Guam and the rest of Micronesia.
- Provide leadership and support the mission of the ML to: a) investigate the biology of tropical marine systems, emphasizing conservation and management; b) teach, forming the core of the graduate program in Biology; c) serve, providing environmental assessments, technical reports, competitive peer-reviewed publications, educational materials, public lectures, and expertise on marine issues.
- Correspond, communicate, and liaise with appropriate Legislative and Congressional representatives for funding appropriations.
- Provide administrative oversight of local and federal grants received by ML.
- Oversee the preparation of annual budgets and an annual report in accordance with University requirements and prescribed local and federal laws.
- In collaboration with the Office of Research and Sponsored Programs, track faculty grant contract and publication activity.
- With assistance from the Lab Safety Manager, ensures that the Marine Lab maintains its compliance with laws and regulations (EEO, ADA, EPA, CITES, ESA, OSHA, etc.).
- Review and periodically update fee schedules for boat rental, truck rental, bench fees, and visitor housing by reviewing expenditures and costs and submit needed modifications of fees to BOR for approval.

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- Assume responsibility for the day-to-day running and operations of ML including the safe operations and maintenance of all physical amenities, infrastructures, and the visitor housing.
- Maintain oversight of all clerical, teaching, research, and commercial activities.
- Maintain oversight and supervision of Marine Technicians.
- Maintain oversight and supervision of Laboratory Safety Manager.
- Maintain oversight and supervision of clerical staff.
- Maintain oversight of faculty and student activities as they relate to the ML mission.
- Guide, mentor and evaluate ML faculty in accordance with CFES requirements.
- Coordinate faculty and staff activities and personnel assignments, including compiling recommendations for personnel actions and search committees.
- Participate as a member of the ML Dive Control Board to ensure continued membership of the ML in the American Academy of Underwater Scientists (AAUS).
- Communicate and discuss with Marine Technicians all issues relating to boat and truck operation, boat and truck safety, maintenance, and replacement.
- Serve as the Point of Contact for Contract and Survey work (e.g., Environmental Impact Studies) and work as PI or Co-PI with faculty on such contracts (when appropriate).
- Encourage active grantsmanship among faculty in their respective fields of expertise.
- Maintain the visibility of ML locally, regionally, nationally, and internationally, through the institutional website, brochures, booklets, institutional technical reports, journal articles, conferences, and submission of press releases to the Chief Marketing & Communications Officer.
- Engage in teaching and/or research activity to foster collaborations and contribute to the ML's mission as administrative duties allow;
- Promote community outreach teaching and training activities and respond to all outside enquires relating to ML's core activities.
- Participate in University-wide accreditation and assessment activities and serve on committees as needed;
- With faculty input, develop, maintain, and periodically evaluate and update a long-term strategic plan for the continued growth and development of the ML; and
- Perform other duties as assigned by the Vice Provost of Research & Sponsored Programs.

**Qualifications:**

**Minimum:** Ph.D. in a marine science discipline; tenured UOG faculty member at Associate Professor or above, if hired from within the unit, or senior Professor rank with at least 5 years research experience in the field of Marine Biology, and at least 3 years in University administration. Demonstrated research, publication and a grantsmanship record is essential. Entrepreneurial spirit desired.

**Salary Level:**

\$95,578 - \$143,366 per annum

**Appointment/  
Relocation:**

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

**Benefits:**

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

**Application  
Process:**

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

**Special Instructions for References:** Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

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**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact the Human Resources Office at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu), telephone number, (671) 735-2350 or fax number at (671) 734-6005.

**Police and Court Clearance:** Pursuant to Public Law No. 28-24 and Executive Order 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.

**Application  
Deadline:**

Applications will be received no later than 11:59 p.m. on October 12, 2021 (Chamorro Standard Time/UTC+10).

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.com>.

**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 (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 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 University of Guam, you will be required to present valid documents to comply with this law.

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 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).



Joseph Gumataotao (Sep 14, 2021 12:00 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer