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ANNOUNCEMENT

May 18, 2026

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING REGULAR APPOINTMENT, FULL-TIME POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):

<i>Announcement No. 058-26</i>		
<u>Position Title</u> MARINE LABORATORY LAB (SAFETY) MANAGER		
<u>Salary Range:</u> UGPP/M-01 \$49,731.00 – UGPP/M-18 \$87,650.00 Per Annum	<u>Opening Date:</u> May 18, 2026	
	<u>Closing Date:</u> June 20, 2026	
<u>Location:</u> Academic & Student Affairs/Center for Research & Innovation (CRI)/Marine Laboratory		

MINIMUM QUALIFICATION:

- Bachelor of Science degree in Biology or a related field from a U.S. accredited institution or foreign equivalent;
- At least one (1) year of laboratory experience, including coursework-related laboratory experience;
- Demonstrated organizational skills;
- Demonstrated ability to work collaboratively in a team environment.

NECESSARY SPECIAL QUALIFICATIONS:

- Possession of a valid Guam driver's license.

PREFERRED QUALIFICATIONS:

- Master of Science degree in Biology or a related field from a U.S. accredited institution or foreign equivalent;
- Two to three (2–3) years of laboratory experience; or
- One (1) year of laboratory management experience

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.

CHARACTER OF DUTIES:

The UOG Marine Laboratory (UOGML) Lab (Safety) Manager is a research-support position, with responsibility to oversee and manage the technical needs of the six shared-user laboratories within the UOGML complex (Molecular, Microbiology, Fish, Oceanography/Water Quality, GCBR/Marine Botany Labs, and the ML Lecture Hall); and maintain compliance with standard safety requirements for UOGML personnel and facilities. Duties include ensuring compliance with safety standards of OSHA, ADA, EPA, and Workers' Compensation; onboarding new personnel regarding lab use protocols and communicating updates on protocols to all staff; organizing and maintaining cleanliness and safety of all shared lab spaces; scheduling and assigning lab space use, including that needed by visiting scientists; conducting UOG-required equipment inventories and stocking consumable supplies; managing access to buildings of all personnel and acting as Point of Contact for University Security personnel; leading typhoon preparations and recovery operations; managing chemical inventory and waste disposal; and providing guidance and input on safety for procedure manuals and University committees, as needed. Involvement in research is possible, if desired by the candidate, and will be determined by their skill set, experience, and/or willingness to learn new skills.

DUTIES AND RESPONSIBILITIES:

This position will oversee and manage six shared user laboratories, including maintaining inventories and restocking consumable supplies, assigning laboratory space and bench use, enforcing cleanliness and equipment-use policies, and coordinating equipment maintenance and repairs with Facilities Management Services (FMS). The position serves as a primary point of communication for laboratory users by disseminating protocols, manuals, signage, and updates through meetings and communication platforms such as WhatsApp, while also onboarding new employees on proper laboratory procedures and equipment use. Responsibilities include managing chemical waste storage, handling, and disposal in compliance with applicable regulations; coordinating with Principal Investigators (PIs) regarding budgeting for waste management through grants; and ensuring proper labeling and storage of chemicals. The candidate must maintain knowledge of OSHA, EPA, ADA, and Workers' Compensation requirements to ensure laboratory compliance and serve as a resource

MARINE LABORATORY LAB (SAFETY) MANAGER #058-26

for laboratory personnel on safety and regulatory matters. Additional duties include acting as the point of contact for safety and security concerns with the University Safety Committee, G4S, and other security personnel; managing building access and key assignments; coordinating logistical needs for visiting scientists; and supporting typhoon preparedness, post-storm inspections, recovery operations, and status reporting in collaboration with the ML Director and Marine Technicians. The position also works closely with university inventory personnel to maintain accurate equipment records and may, depending on the candidate's interests and qualifications, participate in research activities such as sample processing, student training, supervision, and learning advanced laboratory techniques. Other duties may be assigned as needed.

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.

Due to budgetary constraints, UOG is not able to pay the additional application cost of \$100,000 as required by the U.S. Presidential Proclamation for any applicants that will require an H1B Visa to legally work at UOG.

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

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/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

Marine.Laboratory.Lab.Safety.Manager.05/18/26
Approved by CHRO 05/18/26