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ANNOUNCEMENT

August 26, 2021

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. 111-21

Position Title
CAREER ADVISING SPECIALIST

Salary Range: UGPP/L-01 \$37,100.00 – UGPP/L-18 \$65,389.00 Per Annum

Opening Date: August 26, 2021

Closing Date: Continuous Until Filled

Location:
Enrollment Management and Student Success/Triton Advising Center

MINIMUM QUALIFICATIONS:

- One (1) year of experience in planning, developing, coordinating, or implementing of programs or projects, and graduation from a recognized college or university with Bachelor’s degree; or
- Three (3) years of relevant experience in planning, developing, coordinating, or implementing of programs or projects; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and/or 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.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of basic Microsoft office applications, including design software. Knowledge of principles, practices and techniques in the field of student financial advisement service. Knowledge and experience in providing training to a variety of audiences. Ability to compile and manage data. Ability to assist in planning, developing, implementing, coordinating and evaluation federally funded projects and programs. Ability to interact with all levels of employees, management, and faculty. Strong interpersonal, oral and written communication skills with the ability to work effectively in a multicultural work setting with employees, students and the general public.

NATURE OF WORK:

The Career Advising Specialist in the Triton Advising Center will work under the direct supervision of the Triton Advising Center Project Director and the Dean of Enrollment Management and Student Services (EMSS) to coordinate career development and provide advising assistance to University of Guam students and graduates. This position ensures the effective delivery of quality service to students and alumni in the following areas: career readiness, classroom seminars, part-time employment, business development, internship and career placement assistance.

DUTIES AND RESPONSIBILITIES:

Assists in the planning, development, coordination, and implementation of the Triton Advising Center initiatives. Advises students in the exploration of careers and the selection of an area of academic focus through the use of the web-based platform and the participation in experiential learning opportunities (the cooperative “co-op” educational program). Advises students in the implementation and maintenance of the 4-year career plan or individual graduation plan. Assists in the promotion of alumni and employer presentations to staff and students. Assists in maintaining formal partnerships with public, private, and other community organizations to provide students with opportunities for career exploration and job skills development. Advises students and graduates in entry-level job opportunities through employment ads, phone calls, personal contacts, community outreach to develop job leads and employment sites, the internet, and written correspondence. Assists in the coordination and facilitation of campus career/job fairs for students and graduates. Complies with all Federal, State, accreditation, and institutional policies and procedures. Assists in achieving career readiness and placement results in each program as established by accrediting agencies, state entities, and currently established university targets. Updates and maintains the Career Development database, documentation, reports, and student records per University policy and accreditation requirements. Assists in

#111-21 CAREER ADVISING SPECIALIST

monitoring and updating uConnect and Handshake platforms under the Triton Career Connections. Assists in coordinating and administering Strengths Finder. Assists in introducing concepts of career-planning at new student orientations. Assists in inviting employers to speak to students and graduates. Assists in the coordination and compilation of surveys from graduates and employers. Assists in the delivery and coordination of career development workshops every regular semester and summer term. Assists in the coordination and maintenance of occupational resources through its web-based platform. Assists in the coordination and collaboration with the University's Human Resources Office on student and graduates' employment opportunities. Assists in the coordination and collaboration with the Office of Alumni Affairs to provide career services including individual advising/counseling to alumni and alumni tracking. Assists in the collaboration with the Office of Institutional Research and Assessment to conduct studies and surveys to capture what our degrees mean to graduates, employers, and the community. Develop and assist in planning and conducting training modules for career advising. Other duties as assigned.

EDUCATION:

Applicants claiming degree or credit hours are required to provide 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 (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.

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 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 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (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 Acting 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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