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ANNOUNCEMENT

November 30, 2017

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

<i>Announcement No. 014-18</i>	
<u>Position Title</u> OFFICE MANAGER	
<u>Salary Range:</u> UGPP/I 1 \$28,595.00 – UGPP/I 7 \$35,744.00 Per Annum	<u>Opening Date:</u> November 30, 2017 <u>Closing Date:</u> Continuous Until Filled
<u>Location:</u> Enrollment Management & Student Success/TRIO Programs/Upward Bound	

MINIMUM QUALIFICATIONS:

- High School diploma or General Education Development (GED) equivalent.
- Certificate in clerical or office management; or at least two years of progressive experience as a secretary or office manager.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree;
- At least 2 years experience with any TRIO or similar federally funded program; and must have background similar to the target populations.
- Experience using Microsoft Excel, especially for budget management.

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:

Under the direct supervision of the Director and/or Assistant Director, the Office Manager provides administrative support as well as maintains office and participant files, and assists in implementing fiscal management. Character of duties include: manages regular daily office operations and procedures in accordance with established rules, regulation, and policies; maintains the program’s budget and prepares budget reports for the Director and/or Assistant Director’s review and as required; maintains participants’ and office records on file and/or electronically on a computer database; prepares and distributes participants’ and stipends in accordance with policies and procedures; reports, evaluation forms , Annual Performance Reports; grant proposals, and other documents as needed; assists in supervision of College Work Study (CWS) staff; maintains records of time/for staff payroll and staff accountability; prepares documents for the Director and/or Assistant Director for approval and signature; attends regular staff meetings as scheduled by the Director and/or assistant Director; maintains and coordination of activates, including supervision of participants during these activities; and performs other duties as may be assigned by Director/ or Assistant Director.

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

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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:


Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

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 Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA 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).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Office Manager 11/30/17
Approved by CHRO 11/30/17