



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its programs or activities.

# ANNOUNCEMENT

July 16, 2018

**THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:**

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (TENURE/NON-TENURE TRACK APPOINTMENT, FULL/PART-TIME, SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Announcement No. 039-18**

**Position Title**

**ASSISTANT INSTRUCTOR TO ASSOCIATE PROFESSOR  
(REFERENCE SERVICE AND INSTRUCTION LIBRARIAN)**

**Application Deadline:**

**July 16, 2018**

*vice*

**Application Deadline:**

**Optimal Submittal date for full consideration is March 15, 2018 (Chamorro Standard Time/UTC+10) when review of applications will begin. Review of applications will continue until the position is filled.**

**FOR MORE INFORMATION:**

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

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 inquires concerning applications 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**

*Assistant.Instructor.to.Associate.Professor.(Reference Service and Instruction Librarian).07/16/18*  
*Approved by CHRO 07/16/18*



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

February 7, 2018

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

## #039-18 ASSISTANT INSTRUCTOR TO ASSOCIATE PROFESSOR (REFERENCE SERVICE AND INSTRUCTION LIBRARIAN)

**Location:**

Learning Resources

**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 approximately 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 is looking for an individual who is interested in new challenges and opportunities for professional and personal growth. This position calls for someone who is self-motivated and adaptable, intelligent, possesses a global vision and who is interested in working in a dynamic, multi-cultural institution.

**Unit Description:**

The Robert F. Kennedy (RFK) Memorial Library is the largest library in Micronesia and holds more than fifteen print and media collections. These collections include more than 96,456 print titles, 124,684 print holdings, over 925,693 microfilm/microfiche units, 1,527 print serial titles, 184,844 print serial issues, over 4,946 non-print media items, and over forty units of audiovisual software. The library also has subscriptions to over fifty-eight online journal databases holding over 39,190 unique titles that offer a wide range of full-text, peer-reviewed articles. The 35,000 square foot building offers three audio/visual classrooms, nine conference rooms, a graduate research center, and a computer-equipped literacy classroom. It serves students, faculty, staff, and the general public who utilize the following services: access to online journal databases, internet workstations, conference and study space, information literacy instruction, library tours, audiovisual equipment, assistive technology, interlibrary loan, and graduate assistance. The RFK Library is a unit of the Western Association of Schools and Colleges-accredited University of Guam and proudly extends its support to several of the university's programs of study, institutional research, and grant funded projects. It also serves as the regional depository for Government Documents. Visit the library at [www.uog.edu/library](http://www.uog.edu/library).

**Character of  
Duties:**

The library seeks a dynamic and enthusiastic reference and instruction librarian to join a robust and vigorous information literacy program and provide information services to students, faculty and staff; provide leadership in developing next generation reference services, including assessment of current practices, policies and procedures, and the creative use of appropriate technology; take a leadership role in working with faculty in the development of curriculum for information literacy, including face-to-face and online formats; be responsible for reference services, information literacy, management and collection development of reference resources and library display coordination; procure and develop online resources and services; help improve existing information literacy program that meets the University's current Student Learning Objectives; coordinate and work with other faculty in team teaching. This individual will serve as a liaison to other colleges, which includes improving library outreach and informational needs assessment for other units. The cooperative nature of the duties specified demand that chosen candidates maintain collegiality and professionalism. All other appropriate duties are as required, and candidates will be working some nights and weekends. The individual will report to the library director.

**Qualifications:**

**Minimum:** For the rank of Assistant/Associate Professor, the following requirement must be met: Master's degree (Master of Library Science [MLS] or Master's degree of Library and Information Science [MLIS]) from an American Library Association (ALA) accredited library school. For a MLS/MLIS master's-candidate with exceptional potential, an appointment of Assistant Instructor or Instructor is possible, with full employment and rank contingent upon successful completion of the MLS or MLIS degree within six months of employment.

For all ranks the following requirements must be met: Knowledge of current trends in reference services and information literacy instruction. Experience in information literacy and reference instruction. Proficiency with technology as it relates to information resources and services. Willingness to work with new and emerging technology. Familiarity and knowledge of electronic scholarly databases. Able to work in a multi-cultural and multi-ethnic institution and learning environment. Strong interpersonal communication and public service skills. Knowledge and application of learning styles and teaching methods. Ability to meet academic promotion and tenure requirements. Must be willing to teach online.

**Preferred:** Recent academic instruction and reference experience. Experience in providing research support to faculty and graduate degree programs. Experience in providing instruction with e-Learning platforms (Moodle,

## #039-18 ASSISTANT INSTRUCTOR TO ASSOCIATE PROFESSOR (REFERENCE SERVICE AND INSTRUCTION LIBRARIAN)

Blackboard, etc.) and library systems/computers. Experience in the procurement, development, and curation of online resources. Experience the development of online services. Ability to interact with students, faculty and staff in a courteous, professional, and collegial manner. Experience in researching and writing grants to promote the library and the university.

### Salary Level:

Salary will be commensurate with qualifications and experience relevant to the position. The following salary figures are for twelve (12) months:

Assistant Instructor	\$39,801 - \$51,361 Per Annum
Instructor	\$44,419 - \$75,261 Per Annum
Assistant Professor	\$51,314 - \$88,707 Per Annum
Associate Professor	\$56,813 - \$100,746 Per Annum

Compensation for employment shall not commence until all hiring conditions are met, including required employment visa. Annual salary will be prorated, if start of employment is delayed.

### Appointment/ Relocation:

The position is a twelve (12) month faculty position, three-year tenure track or non-tenure track (1, 2, 3 year) contractual 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), and the Government of Guam retirement plan.

### Application Process:

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

- (1) Letter of Intent, stating interest
- (2) Up-to-date curriculum vitae or resume
- (3) Copies of all graduate and undergraduate transcripts

Applicants who are short-listed for an interview will be required to provide a short (approximately 5 minutes) video clip of their lecture or presentation.

**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.

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Mr. Jeffrey Leonor Libao, Chair, Reference Service and Instruction Librarian Search Committee at [jlibao@triton.uog.edu](mailto:jlibao@triton.uog.edu) or 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.

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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>. Information on moving to Guam is available at the Guam Customs & Quarantine Agency web site: <http://www.cqa.guam.gov>.

### 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

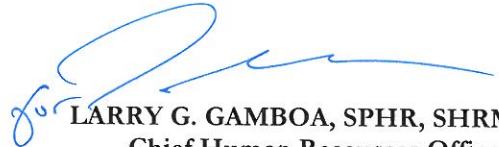


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Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

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