



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 education programs or activities.

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

May 8, 2018

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

## #061-18 DIRECTOR, PROFESSIONAL & INTERNATIONAL PROGRAMS

<b>Location:</b>	Academic and Student Affairs/Professional Development and Lifelong Learning Center
<b>University Information:</b>	<p>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 four 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 <a href="http://www.uog.edu/hro">http://www.uog.edu/hro</a> (Under Links).</p>
<b>General Description:</b>	<p>The University of Guam seeks an Administrator 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.</p> <p>The Professional &amp; International Programs (PIP) Director, under the general direction of the Senior Vice President of Academic and Student Affairs, is primarily responsible for providing professional development programs and services that extend the University's educational outreach and enhance its responsiveness to our community and the Asia Pacific region consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom of the University of Guam. The PIP Director manages the Professional Development and Lifelong Learning Center (PDLLC); English Language Institute (ELI); English Adventure/Edu-Tourism Program (EAP); and other outreach and grant programs. The PIP Director supports the achievement of institutional purposes and educational objectives through the management of these programs in a profitable, entrepreneurial, market driven and outcomes-based manner. PIP is the University's enterprise arm. The PIP Director manages a staff of 11 and administers programs and services with gross revenues of over \$2 million (M). The unit is expected to transfer \$400K of net profits to the UOG Administration and Finance Office annually. Direct reports are the Associate Director of PDLLC; Outreach Coordinators; ESL Instructors; administrative staff and over 75 annually contracted instructors. The Director reports to the Senior Vice President of Academic and Student Affairs.</p>
<b>Character of Duties:</b>	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <p>Manage and direct the PIP units, which include PDLLC, ELI; EAP; and other outreach and grant programs in a manner that provides a net revenue stream, academic excellence and service quality. Provide strategic planning, support, expertise and oversight to better position the institution to attract new markets. Create and implement a PIP business plan for responding to local, regional and international professional development needs and opportunities within a higher education framework. Develop business plans to meet the strategic, market share, and financial goals of the self-sustaining PIP units through an appropriate mix of commercially offered professional development, personal enrichment and community services training programs, and externally-funded educational and outreach programs. Define and deliver profitable strategic initiatives related to market growth and development, innovative lifelong learning, collaborative educational public/private partnerships, and market-based program development. Collaborate with academic administrators on matters of admission and course credit policies and procedures and with college and school deans and directors on matters that relate to academic programs. Facilitate, deliver and support approved out-of-regular-semester time frame and off island academic credit courses and programs. Develop profitable commercial relationships and partnerships with industry, government and other institutions of higher education. Plan, prepare, administer and control budgets; maintain financial records; procure contracts; provide financial reports; assemble appropriate human, technical, and financial resources (including grant and other external funding); and identify marketing channels. Recruit, develop, motivate, and manage a professional,</p>

## #061-18 DIRECTOR, PROFESSIONAL & INTERNATIONAL PROGRAMS

customer-oriented staff, adjunct faculty and independent contractors. Monitor and assure compliance with all relevant external and internal rules, policies, and procedures. Efficiently and effectively administer the budgets for the PIP units. Serve on the Administrative Council, Academic Officer's Council, and University Planning and Budget Advisory Committee; and participate in relevant Board committees. Represent UOG at community and campus events. Perform miscellaneous related duties as assigned.

### Qualifications:

**Minimum:** Master's degree from a U.S. accredited college/university or foreign equivalent with five (5) years of progressively responsible leadership experience in two or more of the following areas: a) demonstrated entrepreneurial, business, and marketing success; b) professional development, personal enrichment or community programs; c) sustained, profitable management of similar operations, marketing management of successful, commercial, for-profit enterprise.

**Preferred:** Successful, relevant experience and personal networks on Guam and the Pacific islands and in the Asia-Pacific region. Accomplishments in securing grants and contracts, building shared agendas and negotiating strategic partnerships. Experience in project and outreach program management, contract administration, teamwork, problem-solving, and customer service. Ability to communicate and work effectively with the public, students, employees and government officials at all levels.

### Salary Level:

\$66,996 - \$100,494 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.

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Mrs. Cathleen D. Moore-Linn, Search Committee Chair, [cmoore@triton.uog.edu](mailto:cmoore@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.

Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.

### Application Deadline:

Applications will be received no later than 11:59 p.m. on May 31, 2018 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

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**

## #061-18 DIRECTOR, PROFESSIONAL & INTERNATIONAL PROGRAMS

information provided.

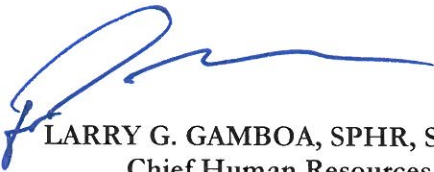
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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, Mr. Joseph Blas Gumataotao, 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).



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