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

June 14, 2018

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

#075-18 ASSOCIATE BUDGET AND ADMINISTRATIVE PROCESS OFFICER

Location:

Administration and Finance

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 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 <http://www.uog.edu/hro> (Under Links).

General Description:

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.

The Associate Budget and Administrative Process Officer (ABAPO), under the general direction of the Vice President, Administration and Finance (VPAF), is primarily responsible for the development and management of the University's annual budget, provision of management information, management of financial services and controls, project management for financial and administrative systems, and business and administrative process redesign and simplification consistent with the University's mission, accreditation standards, autonomy and academic freedom. The ABAPO supports the achievement of institutional purposes and educational objectives through the management of the University's financial resources and strategic administrative processes in a manner that creates a higher quality environment for student learning. The position manages the activities of a small staff of finance and administrative professionals.

Character of Duties:

Major duties and responsibilities shall include, but will not be limited to, the following:

- Administer the development of budgets integrated with the University's strategic plan that meet institutional and educational objectives for academic quality, student learning and success, community engagement, and institutional effectiveness and efficiency
- Develop cash projections on a monthly and five year basis in the order to ensure sufficient financial resources to sustain academic learning and meet accreditation standards for fiscal resources
- Lead the annual budget development effort to meet University needs including:
 - Direct and organize efforts of VPs, deans, directors, Student Government Association, college administrative chairs, faculty, and others in budget development, management, and reporting for operations, auxiliary units, and non-appropriated funds in a context of shared governance and accreditation standards related to fiscal resources
 - Prepare capital budgets that tie the University's strategic initiatives to fiscal resource availability and conduct feasibility studies for academic and administrative resources and develop funding options from sources available to higher education
 - Assist in the development of capital project progress reports
 - Evaluate related legislation and monitor revenues and expenditures providing regular financial reporting administrators, Board of Regents and accrediting bodies
- Lead financial and administrative systems projects and process redesign projects, particularly Colleague applications, within the context of a collaborative higher education administrative model
- Assess budget and strategic administrative systems, processes and support services for accreditation, compliance, best practice, financial autonomy and sufficiency of resources for institutional excellence and accreditation
- Serve on University committees including the Administrative Council the University Planning and Budget Advisory Committee

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- Administer decision-making and management information systems providing regular, periodic and ad hoc financial and administrative information for senior management and for periodic reporting to accreditation bodies
- Collaborate with academic colleges and units to achieve goals related to student learning, diversity, and performance by identifying financial resource needs and changes in allocations/staffing patterns and by leading complex research and studies to evaluate the financial and administrative impacts of academic programs and projects
- Assess financial outcomes and support in coordination with the college deans and other administrators
- Advise administrators on budget and financial controls, interpretation and application of financial policy and procedures, NACUBO benchmarking, and on legislation affecting financial and administrative policies for higher education
- Participate and support Board of Regents committee meetings
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies
- Perform other duties as assigned

Qualifications:

Minimum: Bachelor's degree in Accounting, Finance, Business or Public Administration, or closely related field. 5 years of professional experience in the practice of accounting, finance, business or public administration and 3 years experience as a supervisor, manager, or project leader with at least 2 of these years in higher education. Knowledge of accreditation standards, administrative policies, procedures, and processes in a higher education. Experience in the principles, practices, techniques of government budget development and University fund accounting. Ability to communicate and work effectively with the public, students, with employees at all levels, and with government officials.

Preferred: Experience in the use of Datatel's Colleague system or another integrated enterprise system used in higher education. A Master's Degree in preferred.

Salary Level:

\$52,762 - \$79,144 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 Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@triton.uog.edu or the Human Resources Office at 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 June 29, 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

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Work
Eligibility:

Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.com>.

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 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