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

July 11, 2018

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

## #076-18 ASSISTANT INSTRUCTOR (BIOLOGY)

<b>Location:</b>	College of Natural and Applied Sciences/Division of Natural Sciences		
<b>University Information:</b>	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 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).		
<b>General Description:</b>	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.		
<b>Unit Description:</b>	The Biology Program is a rapidly growing program with graduates entering post-baccalaureate Medical, Pharmacy, Veterinary, and Dental programs, as well as diverse graduate Master of Science (MS) degree programs in Biology. In addition, many graduates obtain employment in the private sector and with both local and federal government agencies. The Biology Program is increasing the number of opportunities and participation of undergraduate students in original research.		
<b>Character of Duties:</b>	The selected applicant will teach four (4) sections of Human Anatomy and Physiology Laboratory (BI 124L/BI125L). Additional responsibilities will include preparation of weekly quizzes for each section, assistance with the preparation, set-up, and proctoring of lab practical exams, maintenance of grade-books, and assistance with lab preparation and cleanup. The selected applicant will work closely with the Biology faculty teaching additional BI 124L/BI 125L sections, as well as the faculty teaching the Human Anatomy and Physiology (BI 124/BI 125) lectures.		
<b>Qualifications:</b>	<b>Minimum:</b> Bachelor's degree in Biology from a U.S. regionally accredited institution or foreign equivalent is required. Must be willing to teach online. <b>Preferred:</b> The successful applicant will have taken and passed two (2) semesters of lecture and lab in Human Anatomy and Physiology. In addition, the ideal applicant will have previously assisted with the teaching of undergraduate laboratories. Experience working with online learning programs.		
<b>Salary Level:</b>	Salary will be commensurate with qualifications and experience relevant to the position. The following salary figures are for nine (9) months: <table><tr><td>Assistant Instructor</td><td>\$30,617 - \$39,509 Per Academic Year</td></tr></table> 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.	Assistant Instructor	\$30,617 - \$39,509 Per Academic Year
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<b>Appointment:</b>	The position is a nine (9) month faculty position on a Non-Tenure Track Appointment.		
<b>Benefits:</b>	Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), and the Government of Guam retirement plan.		
<b>Application Process:</b>	Applicants for University of Guam faculty positions must complete an online job application through the UOG's online employment portal at <a href="https://uog.peopleadmin.com">https://uog.peopleadmin.com</a> . 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.  <b>Special Instructions for References:</b> 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.  <b>Selected candidate</b> must provide official transcripts prior to hire date. For further information, please contact Dr. Laura		

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Ashley Filimon Biggs, Chair, Biology Search Committee at [lbiggs@triton.uog.edu](mailto:lbiggs@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.

**Application  
Deadline:**

Applications will be received no later than 11:59 p.m. on July 25, 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>. 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 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