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ANNOUNCEMENT

February 14, 2018

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

Announcement No. 040-18

Position Title

**STUDENT PROGRAM ASSISTANT
(I Pinangon Campus Suicide Prevention)**

Hourly Range:

UGPP/F-1 \$11.14 – UGPP/F-9 \$14.82 Per Hour

Opening Date: February 14, 2018

Closing Date: Continuous Until Filled

Location:

College of Liberal Arts and Social Sciences, *I Pinangon Campus Suicide Prevention Program (extension of Isa Psychological Services Center)*

MINIMUM QUALIFICATIONS:

- Undergraduate student in Psychology at the University of Guam or graduate student in the Master of Science in Clinical Psychology Program at the University of Guam.
- Enrollment in or completion of one (1) semester of Senior Level Psychology Practicum course or equivalent training or experience.

PREFERRED QUALIFICATIONS:

- Two (2) semesters of Senior Level Psychology Practicum courses or equivalent training and experience.
- Interest, background, or experience in suicide prevention.
- Strong commitment to developing and implementing innovative and effective suicide prevention strategies.
- Strong commitment to promoting empowerment and help-seeking behaviors in students, their families, and members of the community.
- Experience in working with students, faculty and staff in an academic environment.
- Experience in working with multicultural students and families in a culturally competent manner.
- Knowledge and competence in addressing cultural, linguistic, literacy, access and ability issues in training design and delivery, and in material development.

CHARACTER OF DUTIES:

Under the supervision of the *I Pinangon* Campus Suicide Prevention Program Director, the Student Program Assistant will serve as a suicide prevention advocate and educator, suicide prevention and postvention counselor, and community liaison for *I Pinangon* Campus Suicide Prevention Program. The Student Program Assistant will work 10-20 hours per week; participate in the development, implementation and coordination of a comprehensive campus suicide prevention program; participate in the planning, implementation, and coordination of campus suicide prevention training, education, and outreach events; participate in the active promotion of mental health and wellness resources available on- and off-campus and refer at-risk individuals to mental health resources; participate in the provision of suicide postvention services with individuals and families; participate in the development of suicide prevention educational materials; participate in the development and implementation of campus policies, protocols, and services addressing suicide prevention; participate in evaluation planning, data collection, data analysis, interpretation, and reporting; participate in grant writing and the preparation of grant reports; and perform other related duties as assigned by the Program Director.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Strong interpersonal skills; strong organizational skills; strong written and verbal communication skills; and computer literacy.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

STUDENT PROGRAM ASSISTANT 040-18
(I Pinangon Campus Suicide Prevention Program)

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.

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:

Applications should include: 1) University of Guam Employment Application Form, 2) Letter of interest summarizing the candidate's relevant qualifications and reasons for interest in the position, 3) Curriculum vitae, 4) Two current confidential letters of recommendation sent directly by the signatories, and 5) Copies of all undergraduate and graduate transcripts (short-listed candidates will be required to submit official transcripts). All application materials should be submitted to the Human Resources Office, located in 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 weekends and holidays. Applications may be obtained from this office, or the HRO 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.

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 Institutional Compliance Officer, 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