



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS

RESOLUTION NO. 14-29

**RELATIVE TO APPROVING THE ADMINISTRATIVE POSITION OF GRANTS OFFICER AND  
DEAN, ENROLLMENT MANAGEMENT AND STUDENT SUCCESS**

**WHEREAS**, the University of Guam (University) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

**WHEREAS**, the governance and well-being of the University is vested in the Board of Regents (BOR); and

**WHEREAS**, pursuant to GCA 16112, the Board the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

**WHEREAS**, on May 22, 2003, the Board of Regents approved Resolution No. 03-09, relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

**WHEREAS**, the University administration has adopted the College and University Professional Association (CUPA) for Human Resources administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

**WHEREAS**, the University's strategic resource alignment calls for updating the Grants Officer and Dean, Enrollment Management and Student Success position descriptions and respective salary range and appropriately amending the Administrative Salary Schedule. These positions are important to the delivery of the University's mission, strategic, research, and service initiatives, and G2G implementation; and

**WHEREAS**, the President and the Academic, Personnel and Tenure Committee reviewed the proposed position descriptions and salary ranges for the Grants Officer and the Dean, Enrollment Management and Student Success positions; and

**WHEREAS**, based upon an assessment of the priority needs of the University, the responsibilities of the positions, and comparable CUPA-HR salary benchmarks, the President and the Academic, Personnel and Tenure Committee recommends to the Board the attached position descriptions and revised Administrative Salary Schedule.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the revised list of Administrative Positions and Administrative Salary Schedule.

Adopted this 4<sup>th</sup> day of December, 2014.

William D. Leon Guerrero, Chairman

**ATTESTED:**

Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM  
POSITION DESCRIPTION  
Dean, Enrollment Management and Student Success  
PROPOSED SALARY RANGE: \$80,021 - \$120,031

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**POSITION NARRATIVE:**

The University of Guam, Dean, Enrollment Management and Student Success is a member of the Senior Vice President for Academic and Student Affairs' cabinet that supports and serves the vision of the University of Guam as a student learner centered institution, dedicated to the enhancement of student success, enrollment growth, and institutional visibility. The Enrollment Management and Student Success team provides a new focus for the student services area at the University of Guam. The Dean ensures consistency, currency, responsiveness, and excellence in all aspects of enrollment management and student success which includes admissions, student records, financial aid, health services, career placement, counseling, residence halls, ADA, student life, and comprehensive efforts towards retention, degree completion, and student advancement.

The Dean of EMSS is responsible for the offices of Admissions and Records, Academic Counseling, Student Life, Career Services, Educational Opportunity Program, Financial Aid, Learning Communities, Student Retention (including the First Year Experience), Student Health (including Wellness), Academic Counseling, TRIO Programs (including Student Support Services, Educational Talent Search, and Upward Bound) and KUBRE Program.

**DUTIES AND RESPONSIBILITIES:**

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

- Serve as the administrative leader of Enrollment Management and Student Success unit and reports to the Senior Vice President, Academic and Student Affairs, with a commitment to shared governance
- Serve as the chief student affairs officer for the Senior Vice President, Academic and Student Affairs and provide leadership to the enrollment services, student affairs, and student service areas at the University, providing a vision and framework for innovative and collaborative programs and services that meet the needs of a diverse student and academic community, and working collaboratively with the Deans of the academic schools and colleges
- Develop and manage a Student Success Plan, and will manage a portfolio consisting of new student orientation and leadership development programs, student activities and student life, student government, health and wellness programs, student conduct and judicial affairs, career services, and services to students with disabilities
- Oversee departments impacting the quality of student experience at the University of Guam from the point of inquiry through enrollment to graduation, including admissions, financial aid, student records, and off-campus enrollments
- Exercise vision, ethical leadership and develop effective marketing strategies designed to increase enrollments and expand markets for the University
- Managing the resources of the Enrollment Management and Student Success units, including student recruitment and retention initiatives
- Coordinates international student exchange initiatives in collaboration with the institution's academic deans and international programs office, coordinates assessment activities, and carries out other administrative functions such as report development, contract oversight, budget development and performance reviews
- Perform other related duties as assigned

**MINIMUM QUALIFICATIONS:**

- An earned master's degree from a U.S. regionally-accredited institution or foreign equivalent, sufficient for appointment to the rank of a junior faculty
- Demonstrated ability to implement change and provide ethical leadership
- At least three years combined successful administrator and program chair/manager experiences at an institution of higher education, including resource management, program evaluation, needs assessment and customer service
- Demonstrated understanding of the enrollment management and student affairs organization model
- Proven track record of experience leading a diverse administrative staff in a higher education setting
- Demonstrated ability to plan and coordinate student activities and solve student grievances
- Demonstrated effectiveness in budget planning and management in a shared governance environment
- Experience working with culturally diverse populations
- U.S. citizen or permanent resident for Designated School Official (DSO) eligibility in the Student Exchange Visitor Information System (SEVIS)

**PREFERRED QUALIFICATIONS:**

- An earned doctorate from a U.S. regionally-accredited institution or foreign equivalent
- Experience in developing and implementing a student retention plan

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Created November 2014

The University of Guam is an equal opportunity employer and provider

UNIVERSITY OF GUAM  
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Dean, Enrollment Management and Student Success  
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- Ability to articulate a vision for the future of marketing, student services, enrollment management, and student success in a land-grant, commuter, open-admission institution
- Demonstrated commitment to consultative processes, and consensus building
- Demonstrated experience in a higher education student success initiative that supports student retention, persistence to degrees, and student achievement
- Familiarity and experience in the use of the student database system and interacting at the National level with other land grant institutions.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to participate effectively as a member of a collaborative professional leadership team; A successful track record in marketing, admissions, student success and enrollment management initiatives
- Demonstrated ability to interact effectively in a culturally and ethnically diverse community
- Sense of humor and ability to foster unit and focus within the student support area, displaying support for emerging models of technology infusion.

APPROVED BY



DR. ROBERT A. UNDERWOOD, PRESIDENT

DEC 04 2014

DATE

**UNIVERSITY OF GUAM**  
**POSITION DESCRIPTION**  
**Grants Officer**  
**PROPOSED SALARY RANGE: \$56,000 - \$84,000**

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**POSITION NARRATIVE:**

Under the direction of the Assistant Vice President for Graduate Studies, Research, and Sponsored Programs (GSRSP), the Grants Officer will appropriately plan, direct and manage the Office of Research and Sponsored Programs (ORSP) and activities to include seeking out grant and contract opportunities for the University of Guam. The Grants Officer will be responsible for pre-award grant writing, coordination of grant applications (to submissions and a database) and overall grant compliance to support the University's mission.

**DUTIES AND RESPONSIBILITIES:**

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

- Under the direction of the Assistant Vice President for Graduate Studies, Research, and Sponsored Programs (GSRSP), manage the Office of Research and Sponsored Programs (ORSP) to ensure the proper and efficient coordination of grant and contract opportunities, pre-award grant writing, grant applications, and grant compliance in support of the University's mission
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies
- Actively seek, identify and meet ORSP goals, University priorities and search requests
- Research, interpret and disseminate information on federal, state and other funding resources
- Create and maintain systems for dissemination of information about external funding opportunities and other grants-related information
- Regularly meet with faculty and staff to learn about their funding needs and cultivate project engagement
- Provide leadership and guidance to faculty and staff in the planning, program design, and budget development and evaluation of grants
- Write or assist with the writing of grant applications; conduct training and group workshops to develop and write grant proposals
- Serve as liaison with funding source program and contract officers, resource developers nationally, and with community organizations
- Work collaboratively with the Office of Academic Assessment and Institutional Research to coordinate the gathering of data needed for proposals
- Ensure quality of collected and reported fiscal grant data
- Track and report proposal submissions and progress
- Develop and maintain a process to monitor grant compliance
- Review and interpret grant agreements for compliance
- Assist in acknowledgement and recognition of grant awards through communications and published announcements
- Perform other duties as assigned.

**REQUIRED QUALIFICATIONS:**

Master's degree in Public Administration, Business Administration, or a closely related field from a U.S. regionally-accredited institution or foreign equivalent with three (3) years of professional experience in the grants administration including two (2) years of experience as a supervisor, manager, or project leader in a higher education environment; proven record of program development and ability to handle multiple projects simultaneously and work under pressure; demonstrated ability to communicate and work effectively with the public, students and employees at all levels (i.e., staff, faculty and administrators); and demonstrated ability to work with culturally diverse groups.

**PREFERRED QUALIFICATIONS:**

- Ability to demonstrate the characteristics of being: a self-starter, diplomatic, pro-active individual capable of managing people and processes reasoning to plan and prioritize work that is primarily project oriented and involves some extremely difficult problems and/or decisions
- Ability to make presentations to potential industry partners to engage them in working with the UOG and the Research Corporation of the University of Guam (RCUOG)
- Experience in Micronesia
- Experience in the use of Ellucian Colleague system or another integrated enterprise system used in higher education
- Ph.D. and demonstrated professional experience with federal funding agencies

APPROVED BY



DR. ROBERT A. UNDERWOOD, PRESIDENT

DEC 04 2014

DATE

Administrator's Salary Scale  
 Approved by Board of Regents Resolution No. 03-16  
 Amended on 12/04/14 Resolution No. 14-29

POSITION TITLE	Quartile 1 80%-90% Range		Quartile 2 90%-100% Range		Quartile 3 100%-110% Range		Quartile 4 110%-120% Range	
<b>Office of the President</b>								
President					Salary Negotiated			
Legal Counsel	\$ 94,074	\$ 105,833	\$ 105,833	\$ 117,592	\$ 117,592	\$ 129,351	\$ 129,351	\$ 141,110
Director, Integrated Marketing Communications	\$ 59,794	\$ 67,268	\$ 67,268	\$ 74,742	\$ 74,742	\$ 82,216	\$ 82,216	\$ 89,690
Executive Assistant to the President	\$ 66,054	\$ 74,311	\$ 74,311	\$ 82,568	\$ 82,568	\$ 90,825	\$ 90,825	\$ 99,082
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 81,927	\$ 92,168	\$ 92,168	\$ 102,409	\$ 102,409	\$ 112,650	\$ 112,650	\$ 122,891
Institutional Compliance Officer	\$ 48,779	\$ 54,877	\$ 54,877	\$ 60,974	\$ 60,974	\$ 67,071	\$ 67,071	\$ 73,169
International Program Development (Coordinator, Director)	\$ 51,886	\$ 58,372	\$ 58,372	\$ 64,858	\$ 64,858	\$ 71,344	\$ 71,344	\$ 77,830
Web Master	\$ 32,006	\$ 36,007	\$ 36,007	\$ 40,008	\$ 40,008	\$ 44,009	\$ 44,009	\$ 48,010
Director, Development and Alumni Affairs	\$ 56,962	\$ 64,083	\$ 64,083	\$ 71,203	\$ 71,203	\$ 78,323	\$ 78,323	\$ 85,444
<b>Office of Academic and Student Affairs</b>								
Senior Vice President, Academic and Student Affairs					Salary Negotiated			
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 106,550	\$ 119,869	\$ 119,869	\$ 133,188	\$ 133,188	\$ 146,507	\$ 146,507	\$ 159,826
Dean, College of Liberal Studies and Social Sciences	\$ 81,806	\$ 92,032	\$ 92,032	\$ 102,258	\$ 102,258	\$ 112,484	\$ 112,484	\$ 122,710
Dean, College of Natural and Applied Sciences	\$ 96,243	\$ 108,274	\$ 108,274	\$ 120,304	\$ 120,304	\$ 132,334	\$ 132,334	\$ 144,365
Dean, School of Education	\$ 88,826	\$ 99,930	\$ 99,930	\$ 111,033	\$ 111,033	\$ 122,136	\$ 122,136	\$ 133,240
Dean, School of Business and Public Administration	\$ 94,200	\$ 105,975	\$ 105,975	\$ 117,750	\$ 117,750	\$ 129,525	\$ 129,525	\$ 141,300
Dean, School of Nursing and Health Sciences	\$ 85,888	\$ 96,624	\$ 96,624	\$ 107,360	\$ 107,360	\$ 118,096	\$ 118,096	\$ 128,832
Associate Director, Western Pacific Tropical Research Center	\$ 84,694	\$ 95,280	\$ 95,280	\$ 105,867	\$ 105,867	\$ 116,454	\$ 116,454	\$ 127,040
Associate Director, Cooperative Extension Service	\$ 76,995	\$ 86,620	\$ 86,620	\$ 96,244	\$ 96,244	\$ 105,868	\$ 105,868	\$ 115,493
Dean, Enrollment Management and Student Success	\$ 80,021	\$ 90,023	\$ 90,023	\$ 100,026	\$ 100,026	\$ 110,029	\$ 110,029	\$ 120,031
Registrar	\$ 51,294	\$ 57,705	\$ 57,705	\$ 64,117	\$ 64,117	\$ 70,529	\$ 70,529	\$ 76,940
Associate/Assistant Deans	\$ 73,448	\$ 82,629	\$ 82,629	\$ 91,810	\$ 91,810	\$ 100,991	\$ 100,991	\$ 110,172
Grants Officer	\$ 56,000	\$ 63,000	\$ 63,000	\$ 70,000	\$ 70,000	\$ 77,000	\$ 77,000	\$ 84,000
Director/Coordinator:								
Learning Resources	\$ 49,056	\$ 55,188	\$ 55,188	\$ 61,320	\$ 61,320	\$ 67,452	\$ 67,452	\$ 73,584
Computer Center/Technology Resources	\$ 64,483	\$ 72,544	\$ 72,544	\$ 80,604	\$ 80,604	\$ 88,664	\$ 88,664	\$ 96,725
Graduate Studies	\$ 88,278	\$ 99,313	\$ 99,313	\$ 110,348	\$ 110,348	\$ 121,383	\$ 121,383	\$ 132,418
Centers of Excellence and Research Institutes								
Financial Aid	\$ 50,410	\$ 56,711	\$ 56,711	\$ 63,012	\$ 63,012	\$ 69,313	\$ 69,313	\$ 75,614
Student Resource Center (one-stop center)								
Student Services/Student Life	\$ 40,893	\$ 46,004	\$ 46,004	\$ 51,116	\$ 51,116	\$ 56,228	\$ 56,228	\$ 61,339
Summer School and Off-Campus Programs	\$ 51,550	\$ 57,994	\$ 57,994	\$ 64,438	\$ 64,438	\$ 70,882	\$ 70,882	\$ 77,326
Director of Academic Assessment/Institutional Research	\$ 62,288	\$ 70,074	\$ 70,074	\$ 77,860	\$ 77,860	\$ 85,646	\$ 85,646	\$ 93,432
Director of Micronesian Area Research Center	\$ 61,695	\$ 69,407	\$ 69,407	\$ 77,119	\$ 77,119	\$ 84,831	\$ 84,831	\$ 92,543
*Based on Faculty Salary and RRPM, Article IV Section A1.a.(6)								
<b>Office of Administration and Finance</b>								
Vice President, Administration and Finance					Salary Negotiated			
Comptroller/Chief Financial Officer	\$ 63,190	\$ 71,089	\$ 71,089	\$ 78,988	\$ 78,988	\$ 86,887	\$ 86,887	\$ 94,786
Associate Comptroller/Bursar	\$ 51,058	\$ 57,441	\$ 57,441	\$ 63,823	\$ 63,823	\$ 70,205	\$ 70,205	\$ 76,588
Associate Budget and Administrative Process Officer	\$ 51,216	\$ 57,618	\$ 57,618	\$ 64,020	\$ 64,020	\$ 70,422	\$ 70,422	\$ 76,824
Chief Human Resources Officer	\$ 65,084	\$ 73,220	\$ 73,220	\$ 81,355	\$ 81,355	\$ 89,491	\$ 89,491	\$ 97,626
Chief Plant and Facilities Officer	\$ 63,873	\$ 71,857	\$ 71,857	\$ 79,841	\$ 79,841	\$ 87,825	\$ 87,825	\$ 95,809
Director/Manager/Coordinator:								
Campus Facilities	\$ 43,704	\$ 49,167	\$ 49,167	\$ 54,630	\$ 54,630	\$ 60,093	\$ 60,093	\$ 65,556
Campus Construction Projects	\$ 42,380	\$ 47,678	\$ 47,678	\$ 52,975	\$ 52,975	\$ 58,273	\$ 58,273	\$ 63,570
Bookstore and Auxiliary Services	\$ 50,521	\$ 56,836	\$ 56,836	\$ 63,151	\$ 63,151	\$ 69,466	\$ 69,466	\$ 75,781
Athletic Director	\$ 52,474	\$ 59,033	\$ 59,033	\$ 65,592	\$ 65,592	\$ 72,151	\$ 72,151	\$ 78,710
Director, Professional and International Programs	\$ 65,032	\$ 73,161	\$ 73,161	\$ 81,290	\$ 81,290	\$ 89,419	\$ 89,419	\$ 97,548
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 44,276	\$ 49,811	\$ 49,811	\$ 55,345	\$ 55,345	\$ 60,880	\$ 60,880	\$ 66,414
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 43,582	\$ 49,029	\$ 49,029	\$ 54,477	\$ 54,477	\$ 59,925	\$ 59,925	\$ 65,372

\* Scale is managed by UOG Human Resources Office; last updated 12/19/14