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

October 04, 2023

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

Announcement No. **002-24**

Position Title
ATHLETIC COORDINATOR

Salary Range:
UGPP/H-01 $32,355.00 – UGPP/H-07 $40,443.00 Per Annum

Opening Date: October 04, 2023
Closing Date: Continuous Until Filled

Location:
Enrollment Management and Student Success/Triton Athletics & Field House

MINIMUM QUALIFICATIONS:
- Graduation from High School or GED equivalent.
- Two (2) years of experience in game management or playing experience in varsity level sports at either the high school level or college level.
- Experience in social media marketing.

NECESSARY SPECIAL QUALIFICATION:
- Must possess a valid driver's license and transportation.

QUALIFICATIONS REQUIRED:
Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:
1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:
Knowledge of varsity athletic programs at U.S. colleges and universities. Knowledge of various sports rules. Knowledge of game management, set-up, and take down of game equipment in various sports, both inside and outside facilities. Knowledge of scheduling athletic events in a multi-use facility. Knowledge of various social media platforms to market and promote multiple events and facilities. Knowledge of summer sports camps for various sports. Knowledge of fundraising techniques. Ability to prioritize scheduling of physical education, athletic, recreation and rental events of a multi-use facility. Ability to lead student workers. Ability to work with multiple staffing groups within a single college unit. Ability to work with multiple departments on a university campus for a single goal. Ability to work with a flexible schedule. Supervisory skills of student workers.

DUTIES AND RESPONSIBILITIES:
The Athletic Coordinator will be responsible for the set-up for all UOG athletic games at UOG athletic facilities. Serve as Game Supervisor at all athletic games (on and off campus). Work with Field House scheduler to schedule athletic games and events. Work with recreation staff to schedule and manage both calendars. Work with other leagues to schedule games at Field House. Market and promote UOG athletic games using social media and other methods. Must be able to work with a flexible schedule. Film all UOG athletic games or supervise student workers to film games. Work with Administrative Assistant on concession sales for different athletic and Field House events. Write articles for media release of game results and scheduled events. Market and promote the UOG Calvo Field House for "Triton Rentals" to UOG community, the public, businesses, groups, and organizations. Market and promote UOG Triton Camps (e.g., athletic department sports camps, athletic clinics, tryout events for high school and UOG, high school championships and tournaments). Develop and maintain UOG Facebook page. Work with Field House scheduler to confirm dates and times or rental or sports events. Work with Field House maintenance and recreation for set-up times for specific events.

EDUCATION:
Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at http://uog.peopleadmin.com.

Joseph Gumataotao (Oct 4, 2023 11:23 GMT+10)

Evelyn Marie Rosario

Maryanne Risao (Oct 4, 2023 10:35 GMT+10)