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ANNOUNCEMENT

October 28, 2024

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

Announcement No. 006-25

Position Title
PROGRAM ASSISTANT

Salary Range:

UGPP/G-01 \$30,169.00 - UGPP/G-05 \$35,008.00 Per Annum

Opening Date:

October 28, 2024

Closing Date:

Continuous Until Filled

Location:

Enrollment Management & Student Success (EMSS)/Triton Athletics & Field House (TAFH)

MINIMUM QUALIFICATION:

Minimum two (2) years of event planning/coordination, customer service, clerical, and sale experience

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.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of administrative and clerical procedures such as word processing, managing files and records, math and cash management skills. Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must be well spoken. Knowledge of scheduling and coordinating events.

CHARACTER OF DUTIES:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Under the direct supervision of the Athletics Director, the Program Assistant's duties include assisting the different functions of the Triton Athletics and Field House department to include Field House, Athletics and Recreation programs. Assist in the paperwork revolving the different duties to include payments, work orders, signatures, invoicing, and maintaining employees schedule. Assist in scheduling of events, reservations of events, and making sure events are staffed. Order stock of supplies and materials for the Field House, Athletics and Recreation programs. Assist in the maintenance of equipment and inventory, answering phone calls, responding to customer requests via phone, e-mail, face-to-face, or social media. Prepare paperwork and payment options to the Supervisor. Responsible for daily timekeeping for Field House staff. Handle cash deposits, purchase orders, office equipment such as photocopier, etc. Perform other duties as assigned.

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.

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 (e.g. 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

PROGRAM ASSISTANT # 006-25

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 No. 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:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



Joseph Gumataotao (Oct 28, 2024 13:30 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Program.Assistant.10/28/24
Approved by CHRO 10/28/24