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# ANNOUNCEMENT

November 24, 2021

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

<i>Announcement No. 012-22</i>	
<b><i>Position Title</i></b> <b>ACADEMIC ASSISTANT</b>	
<b><i>Salary Range:</i></b> UGPP/F 1 \$23,171.00 Per Annum to UGPP/F 7 \$28,964.00 Per Annum	<b><i>Opening Date:</i></b> November 24, 2021 <b><i>Closing Date:</i></b> December 10, 2021
<b><i>Location:</i></b> Enrollment Management & Student Success/TRIO Programs/Educational Talent Search (ETS)	

**MINIMUM QUALIFICATIONS:**

- High School diploma or General Education Development (GED) equivalent.
- Must be a current college/university student or a graduate.

**PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree from a U.S. accredited institution or foreign equivalent.
- Demonstrated personal experience in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree.
- TRIO Alumni or have work experience in Educational Talent Search (ETS) or other TRIO Programs.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver’s license and own 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 or experience working in a secondary or higher education setting or related. Knowledge of principles, practices, and techniques in student academic advisement services in both secondary and higher education. Knowledge or experience in Guam Department of Educations (GDOE) high school requirements. Ability to compile and manage data. Ability to interpret and present information and ideas clearly and accurately in writing, orally, and by preparing reports and other materials. Ability to establish and maintain effective working relationships with internal and external organizations, groups, members, and individuals. Demonstrated ability to develop supportive interactions with students in one-on-one and group situations. Strong interpersonal skills and communications techniques. Must have the knowledge, ability, and interest to work with low-income youth in need of academic assistance and college preparation.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Program Director of Educational Talent Search (ETS), the Academic Assistant will provide academic support services, such as tutoring, college and career preparation activities for participants at the target schools and/or University campus; workshop in presentations assist student to apply for Free Application for Federal Student Aid (FAFSA) and college applications; help students with homework, studies, an online learning; collect and compile data for reports; collect and to review student transcripts and quarterly reports card; conduct one on one at advisement session; required to assist in the preparation, implementation and coordination of program activities as described in the ETS project’s grant proposal including student recruitment, academic services, workshop and field trips, prepares and maintains accurate records of services provided for the participants such as tutorial session reports, meets the participant’s parents/legal guardians, counselors, and/or school instructors when necessary to ascertain the proposals, participant’s academic progress

## ACADEMIC ASSISTANT # 012-22

and need for project services; assist in the preparations of project reports grant proposals, promotional/recruitment materials, and other office documents; assistant and provide additional administrative staff with filing, data entry, student tracking, etc. as necessary; performs other duties as assigned by the Program Director of ETS.

### **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 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 the UOG's online employment portal system at <http://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/life-at-uog/safety-security>. (under Links).

### **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 (Nov 23, 2021 16:34 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Academic.Assistant.11/24/21*  
*Approved by CHRO 11/24/21*