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# ANNOUNCEMENT

November 07, 2023

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

<i>Announcement No. 013-24</i>	
<u>Position Title</u> <b>PROGRAM ASSISTANT</b>	
<u>Salary Range:</u> UGPP/H-01 \$32,355.00 – UGPP/H-07 \$40,443.00 Per Annum	<u>Opening Date:</u> November 07, 2023 <u>Closing Date:</u> November 21, 2023
<u>Location:</u> Enrollment Management and Student Success (EMSS)/Student Support Services (SSS)/Educational Talent Search (ETS)	

**MINIMUM QUALIFICATIONS:**

- High School Diploma and three (3) years of experience in a fast-paced office OR
- Associate’s Degree in Office Management or related field with (2) years of experience in a fast-paced office OR
- Two years of qualifying experience or a combination of education and experience that equates to two years.

**PREFERRED QUALIFICATIONS:**

- A minimum of two years’ working with student records/data and/or Microsoft software systems.
- Demonstrated ability to work effectively with low-income and first-generation college students.
- Professional or personal experience overcoming barriers like those of the targeted population.
- Knowledge or experience working in a secondary or higher education setting or related.
- Experience working with federal TRIO or related program.

**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:**

Ability to learn office practices and procedures. Ability to understand and follow routine oral and written instructions. Ability to work effectively with the participants, the parents, the public and fellow employees. Working knowledge, strong technological skills and experiences working with PC software for data management, including student records and office files using Microsoft Access, Microsoft Excel and/or related databases. Excellent written, oral communication and organizational skills. Ability to collaborate with others. Ability to remain calm under pressure. Ability to manage multiple projects and meet deadlines with accurate results. Ability to lift office related items up to 40 lbs. Ability to drive a vehicle. Must have the knowledge, ability, and interest in working with diverse individuals and a genuine interest in working with low-income and first-generation college students in need of academic assistance.

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Project Director, the Program Assistant is responsible for providing daily administrative and operational support to project staff. General duties include but are not limited to: Implementing the project’s financial and student records management plan. Assisting program personnel in providing and implementing activities as noted in the project’s grant proposal such as scheduling of activities, venue reservations, ordering of supplies and materials, maintenance of equipment and inventory, answering phone calls, responding to customer requests, and maintaining an office filing system. Assist Project Director with the management of budgets to ensure compliance with accounting and procurement procedures, including obtaining quotations, purchasing supplies, and maintaining adequate inventory for the offices supplies and equipment. Duties also include scanning, photocopying, faxing and the compiling office records of program activities and follow up on requests. In addition, the Program Assistant serves as the front-line person for the TRIO Programs, support and direct visitors to proper personnel, address

## #013-24 PROGRAM ASSISTANT

inquiries, and requests for data from both internal and external stakeholders. The Program Assistant will assist with the development and implementation of effective tools and procedures to collect, input, verify, and produce reports related to recruitment, enrollment, retention and graduation of program participants, and the operation of the project. Receive and process student applications and prepare Student Selection Criteria and acceptance letter for Director's review. Responsible for updating and maintaining information on current and prior project participants' files on program database and student records. Assist the Project Director with the collection, maintenance, and accuracy of data pertaining to student participation, academic progress, retention, graduation, and college entry and persistence. Assist in tracking progress and preparing reports of project alumni in post-secondary education through the National Student Clearinghouse. The Program Assistant will assist with research, preparation, and collection of data for the program operation, grant activities, and the preparation and completion of the federal Annual Performance Report (APR). Coordinate various office functions with efficiency and perform other related duties as assigned by the Project Director.

### **EDUCATION:**

Applicants claiming degree or credit hours are required to provide 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 (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:**


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 Acting 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 7, 2023 15:36 GMT+10)

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

Program.Assistant.11/07/23  
Approved by CHRO 11/07/23











# 013-24 PROGRAM ASSISTANT (PEOPLEADMIN)

Final Audit Report

2023-11-07

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