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ANNOUNCEMENT

November 22, 2024

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

Announcement No. 013-25

Position Title

TRIO UPWARD BOUND ADMINISTRATIVE SUPPORT SPECIALIST

Salary Range:

UGPP/J-01 \$37,913.00 - UGPP/J-07 \$47,391.00 Per Annum

Opening Date:

November 22, 2024

Closing Date:

December 10, 2024

Location:

Enrollment Management & Student Success (EMSS)/TRIO Programs/Upward Bound (UB)

MINIMUM QUALIFICATION:

- Bachelor's degree in Accounting, Bookkeeping, Business, Office Management, or related field.
- Two (2) years of progressive work experience with basic fiscal management or accounting/bookkeeping;
- One (1) year work experience of office management practices and general administrative functions;
- One (1) year of records management experience;
- One (1) year experience using Microsoft Excel, especially for budget management; and/or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

PREFERRED QUALIFICATIONS:

- Experience with any TRIO or similar federally funded program for disadvantaged youth.
- Must have current/valid passport or willing to obtain one for travel.

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.

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 TRIO Program Director of Upward Bound (UB), the Administrative Support Specialist is a full-time position that works under the Enrollment Management & Student Success (EMSS)/TRIO Programs/Upward Bound (UB). The Administrative Support Specialist performs a multitude of clerical and office manager tasks including, but not limited to: assisting in the preparation of the budget and other related matters of the program; maintaining budget ledgers and monitors the funds allocated to the various budgetary accounts; alerting management to problem areas; preparing purchase orders and receiving reports; composing and preparing memoranda, correspondences, and forms for the signature of the supervisor; organizing and coordinating matters requiring executive action; insuring compliance to established laws, federal and local regulations, policies, and related administrative guidelines; consulting with and advising employees and supervisor on personnel matters; expediting requests for personnel action, purchase requisitions, and other administrative transactions, including the pick-up of supplies or other items needed for program operations; receiving and directing visitor and client inquiries either person to person and/or by phone; preparing and maintaining office files, including scanning and organizing student records; handling incoming and outgoing mail; assisting in the scheduling, preparation, coordination and implementation of program services and activities; supervising the work of subordinate clerical personnel as needed; attending meetings, conferences, and/or trainings; performs on and off campus errands by way of walking, and/or by means of driving a vehicle and observes all local traffic laws. Perform other duties and projects as required or related to the program to facilitate the daily operations assigned by the Program Director, UB.

TRIO UPWARD BOUND ADMINISTRATIVE SUPPORT SPECIALIST # 013-25

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of office management practices and general administrative functions, including fiscal/budget management. Ability to meet regular work hours and attend scheduled program activities, including Saturdays. Knowledge and ability to operate computers and related software, especially Microsoft Office. Knowledge and ability to create and monitor budget expenditures and balances using Microsoft Excel, including preparation for budget reports. Ability to drive and operate a vehicle. Ability to maintain records (digital and printed) and prepare reports. Ability to make work decisions in accordance with established laws, rules, and other program guidelines and to apply departmental or program policies to work problems. Ability to supervise the work of others as may be required. Ability to understand and follow oral and written instructions, especially supervisor's instructions, program's guidelines, federal regulations, and standard operating procedures. Demonstrated personal experience in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree. Ability to travel off-island for training and student trips. Ability to compile and enter data for program reports and statistics on a database. Ability to work effectively with employees and the public. Ability to communicate effectively, orally, and in writing.

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 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).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

TRIO.Upward.Bound.Adminstrative.Support.Specialist.11/22/24
Approved by CHRO 11/22/24