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# ANNOUNCEMENT

December 23, 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. 015-25*

*Position Title*

**TRIO UPWARD BOUND INSTRUCTOR**

*Salary Range:*

UGPP/K-01 \$41,372.00 - UGPP/K-04 \$46,256.00 Per Annum

*Opening Date:*

December 23, 2024

*Closing Date:*

January 7, 2025

*Location:*

Enrollment Management & Student Success (EMSS)/TRIO Programs/Upward Bound (UB) School Year and Summer

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Secondary Education, Counseling, or related field (such as Communication, English, Science, Biology, Health, Math, or Business) from a U.S. accredited institution or foreign equivalent;
- At least one (1) month experience working with any educational program(s) or TRIO Program(s), including teaching and/or counseling students;
- At least one (1) month of experience working with students from diverse cultural and educational backgrounds.

**PREFERRED QUALIFICATIONS:**

- Instructor who can teach higher level Math and/or Science such as high school Trigonometry, Pre-Calculus, Chemistry, and/or Human Anatomy;
- At least one (1) year of classroom teaching experience at the secondary school level;
- Possess a current/valid Guam Department of Education (GDOE) teacher certification in Secondary Education;
- Demonstrate success in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree;
- Proficient skill/experience in creating or posting info on various social media platforms;
- Must have a valid/current passport or willing to obtain passport to travel off-island to chaperone student travels.

**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.

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the TRIO Program Director of Upward Bound, the TRIO Upward Bound Instructor will prepare and conduct student recruitment activities, academic support services, instructional classes, workshops for college and career prep at the TRIO/Upward Bound Office, program activity sites, and the University based on the program's schedules; Coordinate with school administrators, counselors, and/or teachers from target schools to schedule and implement program activities; Collaborate with government agencies, private businesses, and community organizations for student recruitment and implementation of program services; Assist in monitoring the academic progress of project participants including submission of activity reports and other requested documents as well as meeting with participants' school teachers and parents/legal guardians if necessary. Prepare and submit lesson plans for summer classes based on Guam Department of Education's (GDOE) core curriculum. Assist in supervising project participants during program activities, including activities outside the university campus. Travel off-island for staff training and to chaperone student travels. Serve as a role model/mentor for participants and assists in building the skills required to survive college. Assist in the writing and preparation of the program's reports to U.S. ED and UOG administration including Annual Performance Reports, grants, and activity reports. Performs other duties as assigned by the TRIO Program Director.

## TRIO UPWARD BOUND INSTRUCTOR # 015-25

### **KNOWLEDGE, ABILITIES AND/OR SKILLS:**

Must have the ability and interest in working with first generation, low-income, and students with disabilities who are in need of academic assistance and motivation to persist and graduate from college. Must be able to instruct participants in high school courses and/or career and college readiness. Must be able to meet the program's set activity schedule (to include the summer programs). Must be able to prepare and implement class lesson plans. Must be proficient in the use of computers and computer software for basic office functions, creation of presentations, and promotional materials. Must be able to travel off-island for staff trainings and student field trips. Effective communication skills in writing and public speaking.

### **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).



Joseph Gumataotao (Dec 20, 2024 16:40 GMT+10)

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

*TRIO.Upward.Bound.Instructor.12/23/24*  
*Approved by CHRO 12/23/24*