



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

November 07, 2023

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):

<i>Announcement No. 015-24</i>	
<i>Position Title</i> ACADEMIC ADVISOR (TRIO/SSS)	
<i>Salary Range:</i> UGPP/J-01 \$37,913.00 – UGPP/J-07 \$47,391.00 Per Annum	<i>Opening Date:</i> November 07, 2023 <i>Closing Date:</i> November 21, 2023
<i>Location:</i> Enrollment Management and Student Success (EMSS)/TRIO Programs/Student Support Services (SSS)	

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree from a U.S. accredited college or university in Mathematics, Science, and related field.
- Minimum of one (1) years of work experience with TRIO programs, academic support programs, or similar programs for low-income and/or first-generation youth.

PREFERRED QUALIFICATIONS:

- Must have the ability and interest in working with first generation, low-income, and students with disability who in need of academic assistance and motivation to persist and graduate from college.
- Professional or personal experience overcoming barriers like those of the targeted population or alumni/nae or any 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:

Must have the ability and interest in working with first generation, low-income, and students with disabilities who in need of academic assistance and motivation to persist and graduate from college. Must be able to tutor participants in college level Mathematics and Science. Must be able to meet the program's set activity scheduled (to include the summer programs).

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Director, Student Support Services, the Academic Advisor's primary duty is to provide academic support services including tutoring, advising and mentoring for participants. The Academic Advisor services as a role model/mentor for participants and assists in the building skills required to survive college. The Academic Advisor is also required to assists project staff in the scheduling, preparation, implementation and coordination of programs activities as described in the TRIO SSS project's grant proposal, including student recruitment, academic support services, student success workshops and field trips. The Academic Advisor also document, prepares and maintains accurate records of services provided for the participants such as tutorial session and activity reports. Assists in the preparation of project reports, grants proposals, informational and recruitment materials, and other office documents; Assists administrative staff with filling, database entry and other related clerical duties. Perform other duties assigned by the Director, Student Support Services.

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.

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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 15:34 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Academic Advisor (TRIO/SSS) 11/07/23
Approved by CHRO 11/07/23











#015-24 ACADEMIC ADVISOR (TRIO SSS) (PeopleAdmin)

Final Audit Report

2023-11-07

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