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ANNOUNCEMENT

November 8, 2019

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

Announcement No. 016-20

Position Title
ACADEMIC ASSISTANT

Salary Range:

UGPP/F 1 \$23,171.00 Per Annum, \$11.14 Per Hour to
UGPP/F 7 \$28,964.00 Per Annum, \$13.93 Per Hour

Opening Date: November 8, 2019

Closing Date: Continuous Until Filled

Location:

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

MINIMUM QUALIFICATIONS:

- High School diploma or General Education Development (GED) equivalent.
- Must be a current college/university student or a graduate, with a cumulative 3.0 or better grade point average (GPA).
- Must have experience providing academic support activities such as tutoring, experience with college admission, financial aid, and/or advising students.

PREFERRED QUALIFICATIONS:

- Demonstrated personal experience in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree.
- College Degree from a U.S. accredited institution or foreign equivalent
- Experience in any of TRIO Programs and/or alumni/alumnus.
- Experience and/or proficiency in using computer software used for database, creating forms and promotional materials, websites, and/or social media content such as Microsoft Office (Excel, Word, Power Pint), Adobe Photoshop, video editing, and/or other similar software.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license and own transportation.

MINIMUM KNOWLEDGE, ABILITIES, AND /OR SKILLS:

- Ability to meet the program's set activity schedule to include the summer program and at the target schools, various activity site(s) and Saturday activities.
- Knowledge, ability and interest to work with low income youth in need of academic assistance and college preparation.
- Ability to drive/operate a vehicle.

CHARACTER OF DUTIES:

Under the direct supervision of the Director, Upward Bound, the Academic Assistant provides academic support services, such as tutoring in English, Math, Science and/or other subjects; college and career preparation activities for participants at the target schools and/or University campus. The Academic Assistant serves as a role model/mentor for participants and assists in building the skills required to survive college. The Academic Assistant is also required to assist project staff in the preparation, implementation and coordination of other activities as described in the project's grant proposal, including student recruitment and supervision, academic classes, workshop, and field trips which may require traveling to and from program's activity sites. The Academic Assistant 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 participant's academic progress of need for project services. The Academic Assistant attends staff meetings, trainings, and other program activities. The position assists in the preparation of project reports grant proposals, promotional/recruitment materials, and data entry. Assists administrative staff with filing and other clerical duties. Performs other duties as assigned by the Director, Upward Bound.

ACADEMIC ASSISTANT # 016-20

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:

Applicants must submit a Guam Application Form to the Human Resources Office, located in the Administration Building, between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday except weekends and holidays. Applications may be obtained from this office, or the HRO website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350.

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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Academic Assistant 11/08/19
Approved by CHRO 11/08/18