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ANNOUNCEMENT

November 14, 2019

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):

Announcement No. 018-20

Position Title

CEDDERS TRAINING ASSOCIATE

Salary Range:

UGPP/N 1 \$45,014.00 – UGPP/N 18 \$79,338.00 Per Annum

Open Date:

November 14, 2019

Closing Date: Continuous Until Filled

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service
(Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- Master's degree from a U.S. accredited institution or foreign equivalent in an area related to the funding source (i.e., special education, public health, early intervention, early childhood, rehabilitation, etc.); and
- Five (5) years of experience in providing direct service to individuals with disabilities and their families with teaching certification when appropriate.

NECESSARY SPECIAL QUALIFICATION:

- Must have a valid driver's license.

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.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge and experience in providing training to a variety of audiences, including individuals with disabilities. Expertise in accessing national resources and consultants related to specific disability related topics. Knowledge of delivery of services by local agencies and non-profit providers. Knowledge of policies and procedures of collaborating agencies and departments. Knowledge of the principles and practices of modern public administration, including organizational relationships, particularly management, education, and administrative relationships. Knowledge of computer hardware and software including specialized data analysis software. Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs. Ability to work effectively with the public and Guam CEDDERS staff. Ability to communicate effectively, orally and in writing. Ability to use word processing software. Ability to maintain records and prepare technical reports.

CHARACTER OF DUTIES:

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS), the CEDDERS Training Associate develops the work scope in collaboration with the Initiative Area Coordinator for the activities to be performed under Initiative Areas, monitors the status of activities, and provides recommendations for future activities. Plans, develops, implements, reviews, and evaluates federally funded projects/programs, contracts and grants associated with Initiative Areas. Prepares and submits monthly activity reports to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. Conducts presentations related to disabilities for diverse audiences. Develops curriculum and learning standards. Conducts complex research and analysis of data for use in reports, training and presentations. Develops products including audio visual, curricular, and print media to support future activities, as well as products that are a result of research under Initiative Areas. Monitors expenditures and obligations of assigned grants and contracts. Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. On occasion, when required by projects, the work setting may change to off-site locations, i.e., a government

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agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

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 the date 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/hro> (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 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