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ANNOUNCEMENT

November 30, 2020

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. 018-21

Position Title

TRITON ADVISING CENTER PROJECT DIRECTOR

Salary Range:

UGPP/M-01, \$40,762.00-UGPP/M-09, \$54,238.00 Per Annum

Opening Date:

November 30, 2020

Closing Date:

December 14, 2020

Location:

Enrollment Management and Student Success/Triton Advising Center

MINIMUM QUALIFICATIONS:

- a) One (1) year of experience in planning, developing, coordinating, and implementing programs or projects or closely related work, and graduation from a recognized college or university with a Master's degree; or
- b) A Bachelor's degree, plus three (3) years of experience in planning, developing, coordinating, and implementing programs or projects; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

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 SKILLS:

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply pertinent program policies, rules, and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement, and coordinate federally funded or local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Good interpersonal skills with the ability to work effectively in a multicultural work setting with employees, student the general public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

CHARACTER OF DUTIES:

This is moderately complex technical work involved in planning, developing, implementing, or coordinating federally funded or local programs and projects. Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

The Triton Advising Center Project Director will report to the Dean, Enrollment Management and Student Success. The Triton Advising Center Project Director will manage and assist in the planning, development, implementation, and coordination of Triton Advising Center initiatives. The Triton Advising Center Project Director will oversee all financial management and requirements of the grant. The Triton Advising Center Project Director will participate in the development and implement of comprehensive plans and annual work programs: assist in and analyzing and appraising programs performance toward obtaining objectives. The Triton Advising Center Project Director will provide assistance with the technical development of programs and review the proposed projects for the fiscal year program budget requirements under federal and local programs. Maintains liaison with Career, Academic and Financial Aid Specialist to ensure maximum benefit to programs involved. Ensures that each assigned project for cost effectiveness. Collects and analyzes statistical data, prepares programs studies, and performs research. Performs related duties as assigned.

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.

TRITON ADVISING CENTER PROJECT DIRECTOR #018-21

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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Applications may be obtained from this office, or the HR 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 735-2350/1.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



Joseph Gumataotao (Nov 30, 2020 11:21 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer