



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 programs or activities.

ANNOUNCEMENT

March 11, 2024

THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (NON-TENURE TRACK APPOINTMENT, FULL-TIME, SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 020-24

Position Title
**ASSISTANT INSTRUCTOR TO INSTRUCTOR
(CIVIL ENGINEERING)**

Application Deadline:
March 11, 2024

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Application Deadline:
Review of applications will begin November 17, 2023, Chamorro Standard Time (ChST/UTC+10) and applications will be accepted until the position is filled. The appointment is anticipated to begin in January 2024.

FOR MORE INFORMATION:

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

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 inquires concerning applications 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 Gumataotao (Mar 11, 2024 16:29 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Assistant.Instructor.to.Instructor.(Civil.Engineering).03/11/24
Approved by CHRO 03/11/24



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A N N O U N C E M E N T

November 17, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (NON-TENURE TRACK APPOINTMENT, FULL-TIME, SUBJECT TO THE AVAILABILITY OF FUNDS):

#020-24 ASSISTANT INSTRUCTOR TO INSTRUCTOR (CIVIL ENGINEERING)

Location:

School of Engineering

**University
Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant, a sea-grant, and a space-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks the beautiful Pago Bay and the University's world-class Marine Laboratory and Water and Environmental Research Institute of the Western Pacific. The University has 3,400 students, 47% of Asian ethnicity and 45% of Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open-admissions institution, the University awards degrees at the certificate, baccalaureate, and master's levels through its two colleges and four professional schools. The institution's mission of Ina (to Enlighten), Diskubre (to Discover), Setbe (to Service) serve as the foundation for the institution's Para Hulo' strategic plan, with its vision to transform lives and advance communities as a land-grant, a sea-grant, and a space-grant university. One of the university's key strategic initiatives is to be recognized as a research university centered in Island Wisdom. Island Wisdom acknowledges that Pacific ways of knowing and Western models of higher education are central to the institution's teaching, research, and service endeavors, and that balanced consideration of the ideas that emerge from them is essential to the prosperity and sustainability of island communities. Through its robust research portfolio fueled by extramural funding from competitive grants and contracts, the University delivers public value through dedicated and capable administration, faculty, students, and staff. As a complement to the research carried out at the institution, the University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students, and members of the communities we serve through the University of Guam Press. UOG is a safe and secure campus, where the institution places paramount importance on the physical, intellectual, emotion, and spiritual wellbeing of its students and employees. It fosters open dialogue and collegiality based upon mutual respect for diverse perspectives. The university has enacted processes to ensure the physical safety of the campus (most recent information may be accessed at <https://www.uog.edu/life-at-uog/safety-security>) and a policy that encourages open dialogue and respect for all points of view. Community responsive academic programs, robust research agenda, ample publishing opportunities, and commitment to community make the University of Guam an exciting place to be for many years to come.

**General
Description:**

The University of Guam is looking for an individual who is interested in new challenges and opportunities for professional and personal growth. This position calls for someone who is self-motivated and adaptable, intelligent, possesses a global vision and who is interested in working in a dynamic, multicultural institution.

Unit Description:

To address the chronic shortage of local engineers in Guam and the other islands in the Western Pacific, the School of Engineering (SENG) was established at the University of Guam (UOG) and recognized by the Board of Regents in September 2016. SENEG offers a four-year Bachelor of Science degree in Civil Engineering (BSCE). The program is pursuing the initial accreditation evaluation by the Accreditation Board for Engineering and Technology (ABET) and expecting the ABET On-Campus evaluation visit in 2023. A new building is currently under construction and will house the School of Engineering, upon completion. The future SENEG building will provide adequate space for classrooms, laboratories, and offices for students and faculty.

**Character of
Duties:**

The successful candidate is expected to: 1) serve as an Academic Advisor Coordinator responsible for coordinating student advisement and orientation activities for all SENEG majors at freshman and sophomore levels; 2) conduct one-on-one advisement sessions with the students; 3) assist students and faculty in matters of advisement, including but not limited to registration academic plans transcript analysis and course substitution forms for transfer students, finding a faculty advisor, use of WebAdvisor and other University software; 4) services as a liaison between students and various administrative officers at the University, and refer students to the appropriate office for further assistance with special accommodations, financial aids, etc.; 5) participate in Outreach and Recruiting events in coordination with faculty, administration, and EMSS and perform administrative tasks associated with SENEG recruiting, advisement, and retention activities; 6) make recommendations to improve advisement and registration practices, and be proactive, research new trends and advances in academic advisement; 7) as time permits assist the Office of Academic Assessment and Institutional Research with gathering, maintaining a continuous record, and reporting data related to recruiting and retention, and provide input and support to activities related to Assessment for programs within SENEG; 8) teach two 3-credit 100- and 200-level courses each semester, or as required by Division Chair; and 9) serve as the over-all coordinator of the SENEG laboratories and create laboratory development plan in coordination with the Lab Managers.

Qualifications:

Minimum: For the rank of Assistant Instructor, applicants must have a Bachelor's degree in Civil Engineering or a directly related field from a U.S. regionally accredited institution or foreign equivalent. For the rank of instructor, applicants must have a Master's degree in Civil Engineering or field directly related to civil engineering from a U.S. regionally accredited institution or foreign equivalent. Applicants must have the ability to teach 100- and 200-level civil engineering courses. Applicants must also be prepared to teach using a variety of modalities including distance education. Applicants should have some teaching experience as a civil engineering instructor, teaching assistant, or tutor and grader for civil engineering courses (either undergraduate or post-baccalaureate experience), that includes the freshman level. Applicants must have experience in a higher education setting, and have a knowledge of principles, practices, and techniques in the field of student academic advisement services, and knowledge of academic rules and degree planning. Applicants must be able to compile and manage data, interpret, and present information and ideas clearly accurately in writing, orally, or by preparation of reports and other materials, and must be able to utilize appropriate software programs (or be able to learn them).

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Preferred: One year of progressively responsible professional experience with responsibilities for advising in academic or student affairs, especially as related to programs of study within SENG; working knowledge of Moodle software, WebAdvisor, student management system; knowledge of assessment software (preferably TracDat); ability or experience related to teaching civil engineering. Experience working and teaching in online learning programs.

Salary Level:

Salary will be commensurate with qualifications and experience relevant to the position. The following salary figures are for twelve (12) months:

Assistant Instructor	\$47,761 - \$85,315 Per Annum
Instructor	\$53,303 - \$105,877 Per Annum

Compensation for employment shall not commence until all hiring conditions are met, including required employment visa. Annual salary will be prorated, if start of employment is delayed.

Appointment/ Relocation:

The position is a twelve (12) month faculty position, non-tenure track contractual appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam faculty positions must complete an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of Intent, stating interest
- (2) Up-to-date curriculum vitae or resume
- (3) Copies of all graduate and undergraduate transcripts

Applicants who are short-listed for an interview will be required to provide a short (approximately 5 minutes) video clip of their lecture or presentation.

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Pyo-Yoon Hong, Chair, Civil Engineering Search Committee at hongp@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

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.

Application Deadline:

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(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.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.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

**#020-24 ASSISTANT INSTRUCTOR TO INSTRUCTOR
(CIVIL ENGINEERING)**

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Elaine Faculo-Gogue

Elaine Faculo-Gogue (Nov 17, 2023 14:37 GMT+10)

ELAINE M. FACULO-GOGUE
Acting Chief Human Resources Officer