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

December 23, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#025-22 CHIEF INFORMATION OFFICER

Location:	Administration and Finance/Office of Information Technology
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-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 beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>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.</p> <p>Reporting to the Vice President for Finance and Administration, the Chief Information Officer (CIO) provides the vision for using information technology to advance the academic and administrative goals of the university. The CIO directs the staff in the Office of Information Technology (OIT) and has responsibility for the planning and delivery of all academic, administrative, and communication technologies at the university. The CIO works collaboratively with members of the university community to achieve a secure technology environment that is client-centric, flexible, and cost-effective.</p>
Responsibilities:	<p>Development of operational and strategic plans through a collaborative process, including input from all campus constituencies, to meet the institution's evolving technological objectives supporting institutional strategic planning; Providing excellent customer service to students and internal customers; Ongoing assessment of the technology needs and goals of faculty, students, staff, and other members of the University community; Identification of staffing, budgetary and other technology resource requirements and development of creative and cost-effective approaches to meet these requirements; Management of OIT personnel including recruitment, training and mentoring, coordination, internal communication, and performance evaluation; Establishing communication protocols for engaging the OIT staff in the work of the department and regularly reporting the status of the university's technological posture to the President, university Officers, and other members of the community; Review and authorization of selection, procurement, installation and management of computing, networking, and telecommunications technologies, including cloud-based IT services; Negotiation and execution of OIT contracts and coordination of relations with vendors, government agencies, and other external entities; Oversight of the creation and maintenance of databases, reporting solutions, and other data management resources in support of administrative operations; Coordination of the use of technology spaces and infrastructure; Creation and leadership of appropriate governance committees to establish policies, standards, guidelines, prioritization protocols, and user satisfaction assessments for information technology services; Oversight of information technology security policies and practices pertaining to the protection of confidential data, the detection and prevention of network intrusions, the physical security of OIT equipment, and IT security training for end-users; Management of process improvement, both within OIT and throughout the university, to identify and recommend process improvements and facilitate implementation of those improvements through technology; Institution of a project management mindset and practices to guide a dynamic portfolio of projects through successful completion; Representation of the University to external IT organizations, private industry, governmental entities and other partners; Perform projects as assigned by the VPAF.</p>

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Qualifications:	<p>Minimum: Undergraduate degree in information technology or related field or equivalent industry experience; Seven years of Information Technology experience with progressively more responsible administration of information technology services; Senior-level management of all or a part of a technology organization Experience with strategic and operational planning; Experience with effective project management; Experience with IT budgeting; Demonstrated commitment to customer service; A track record of working collaboratively across many diverse populations and constituencies.</p> <p>Preferred: Master's degree in information technology, business administration or related field; Higher Education experience.</p>
Salary Level:	\$99,184 - \$148,766 per annum
Appointment/ Relocation:	The position is a full-time (12 month) academic administrative 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:	<p>Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at https://uog.peopleadmin.com. Please have the following documents prepared and ready to upload with your application:</p> <ol style="list-style-type: none">(1) Letter of application that describes candidate's qualifications(2) Curriculum vitae(3) Copies of all graduate and undergraduate transcripts <p>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.</p> <p>Selected candidate must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@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.</p> <p>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.</p>
Application Deadline:	<p>Optimal submittal date is January 31, 2022 Chamorro Standard Time (ChST/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.</p> <p>(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)</p> <p>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.</p>
Work Eligibility:	<p>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.</p> <p>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.</p> <p>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</p>

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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.

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 and Title IX 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).

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.

COVID-19
Vaccination
Requirement:



Joseph Gumataotao (Dec 23, 2021 15:18 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer