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# ANNOUNCEMENT

December 23, 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. 029-20

## Position Title

### **MARKETING COMMUNICATIONS COORDINATOR**

#### Salary Range:

UGPP/M 01 \$40,762.00 – UGPP/M 07 \$50,953.00 Per Annum

#### Opening Date:

December 23, 2019

#### Closing Date:

January 8, 2020

#### Location:

Academic and Student Affairs/Richard F. Taitano Micronesia Area Research Center

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in Marketing, Communication, Advertising, English or related field from a recognized college or university.
- Experience working with local media, social media and advertising campaigns.
- Experience using Microsoft Office applications (Word, Excel, PowerPoint) and Adobe applications (InDesign, Illustrator, Photoshop).
- Excellent grammar and editing skills.
- Experience writing and editing text for mass dissemination.
- Excellent oral communication skills.
- Experience with TV and radio interviews.

#### PREFERRED QUALIFICATIONS:

- One (1) to three (3) years of experience in media product development, coordination and implementation of media and marketing campaigns or any combination of experience and training of experience and training which provides the minimum knowledge, abilities and skill.
- Working knowledge of backend development and configuration of websites, web applications, and social media.
- Experience coordinating and executing marketing campaigns and strategies in the local market.
- Experience and proficiency with desktop publishing software (Adobe Creative Suite-Illustrator, Photoshop, InDesign).
- Experience and Proficiency using video production software such as Adobe Premiere Pro CC or Apple Cut Pro X.

#### NECESSARY SPECIAL QUALIFICATION:

Possession of 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.

#### CHARACTER OF DUTIES:

Under the direct supervision of the Managing Editor, the Marketing Communications Coordinator will provide marketing, distribution, communications and administrative support to the University of Guam Press. Working in a dynamic, team-oriented environment, the Marketing Communications Coordinator executes marketing strategies; coordinates and develops social media campaigns; assist in the management of the UOG Press website; manages the UOG Press contact list and e-newsletter; supervises publication inventory; promotes and distributes UOG Press publications to local and worldwide vendors and customers; and helps coordinate UOG Press marketing events. The Marketing Communications Coordinator must be entrepreneurial, creative, highly organized. This person must possess the ability to communicate clearly both orally and in writing, and must have editing and graphic design experience and project management skills. The Marketing Communications Coordinator must stay current with web and social media trends, be deadline-driven and detail oriented. Performs other duties as required.

#### 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.

## MARKETING COMMUNICATIONS COORDINATOR #029-20

### **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:**

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 <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 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

*Marketing.Communications.Coordinator.12/23/19*  
*Approved by Acting CHRO 12/23/19*