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# ANNOUNCEMENT

January 10, 2024

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 037-24

Position Title  
**PEER MENTOR**

Hourly Rate:  
Undergraduate: \$9.25 Per Hour

Opening Date: January 10, 2024  
Closing Date: Continuous Until Filled

Location:  
Academic and Student Affairs/College of Liberal Arts and Social Sciences

**MINIMUM QUALIFICATIONS:**

- Must be currently enrolled as a College of Liberal Arts and Social Sciences Major, Undergraduate Student and have completed PM300 or PM394 Peer Mentoring at the University of Guam, or equivalent.

**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 Dean, College of Liberal Arts and Social Sciences, Peer Mentors assist undergraduate students for the College of Liberal Arts and Social Sciences with academic and college life skill-building by providing peer academic advising and support. Peer Mentors make referrals to campus resources as appropriate in both routine and emergency and connects students to selected programs to improve student success. Peer mentors serve as role models for students by encouraging and modeling a successful balance of academic and college life. Peer mentors keep regular office hours and send regular emails to students including information about campus events, policies, and processes. Peer mentors maintain an active and visible role in the College in the Peer Mentor Center and through facilitating purposeful and relevant programs and outreach activities. Peer mentors attend regular meetings and training organized by the College and maintains regular communication with other peer mentors and the Dean's office. Peer mentors perform other related duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND/OR ABILITIES:**

Ability to work independently and responsibly. Ability to work respectfully with a variety of students and/or faculty. Ability to meet deadlines and accurately complete assigned tasks. Must have organizational skills to properly execute file management tasks. Must have exceptional reliability and ability to manage time with little supervision.

**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.

**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

## #037-24 PEER MENTOR

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:**

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 671-735-2350/1.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

### **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 (Jan 10, 2024 18:53 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

Peer.Mentor:01/10/24  
Approved by CHRO 01/10/24