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# ANNOUNCEMENT

January 22, 2024

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

*Announcement No. 040-24*

*Position Title*

**Administrative Support Specialist**

*Hourly Rate:*

UGPP/J-01 \$37,913.00 – UGPP/J-07 \$47,391.00 Per Annum

*Opening Date:*

January 22, 2024

*Closing Date:*

February 2, 2024

*Location:*

Academic and Student Affairs/Enrollment Management and Student Success/Office of Admissions & Records

**MINIMUM QUALIFICATIONS**

- Three (3) years of staff work involving personnel, budget, and other management operations, and graduation from high school or GED equivalent.
- Two (2) years of work experience in budgeting and working with Ellucian or similar application; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and/or skills.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid Guam 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.

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

Must be knowledgeable on principles of bookkeeping. Must have good communication skills: listening, speaking, and writing in at least the English language. Must be proficient in Ellucian, UI Web, Datatel, MS Word, Excel, and Outlook, and experience in Colleague or similar application. Skilled in personal computer operation, file sharing, spreadsheet compilation, and general administrative functions. Must have good social, organizational, time-management, and customer service skills. Must be able to lead and work as a member of small teams on specified tasks. Must also be able to work alone with minimum supervision. Must be comfortable with routine, repetitive, and arduous tasks, and new and novel assignments. Must also be willing and able to accept short-notice, fast-turnaround tasks to meet short deadlines. Good personal relations skills and a sense of humor are highly valued. Must have or be able to obtain a Guam driver's license.

**CHARACTER OF DUTIES:**

Duties will include administrative support for Admissions & Records (AREC) daily operations, and EMSS activities. These include composing correspondence for the signature of the authorized approving officer. Assists in organizing meetings, conferences, and events. Processes and prepares travel requests and arrangements. Oversees the maintenance, repair, and replacement of office equipment and furniture. Prepares purchase orders, requests, and reviews quotations, and submits orders to the procurement office. Serves as Petty Cash Custodian, assists with budget and finance and does A&R Time and Attendance. Answers and screens incoming phone calls. Serves as support for the Records & Registration Technicians. Processes UOG transcripts and Certification of Enrollment requests and back up services to both Admissions & Records sections. Maintains confidentiality with sensitive information and correspondence. Maintains FERPA and confidentiality of Student Records. Provides Curriculum Management support and serves as back up. Assists with the Curriculum such as course scheduled amendments for the colleges and schools, inputs course changes and updates, assists with the preparation of the Course Schedule and Catalog utilizing Colleague and UI Web. Assists with Commencement preparation to include requesting for quotations, working with vendors, processing purchase orders and assists in all aspects of this event. Expedites requests for personnel actions. Performs administrative support and other related duties as required.

# ADMINISTRATIVE SUPPORT SPECIALIST # 040-24

## **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 (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 (671) 735-2350.

## **UNIVERSITY INFORMATION:**

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

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

Administrative.Support.Specialist.01/22/24  
Approved by CHRO 01/22/24