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# ANNOUNCEMENT

February 26, 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. 045-19*

## Position Title

### **ACADEMIC ADVISEMENT AND ASSESSMENT COORDINATOR**

#### Salary Range:

UGPP/L 1 \$37,100.00 – UGPP/L 9 \$49,364.00 Per Annum

#### Opening Date:

February 26, 2019

#### Closing Date:

March 13, 2019

#### Location:

Academic and Student Affairs/School of Business and Public Administration

#### MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a U.S. accredited institution or foreign equivalent
- Experience in higher education setting

#### PREFERRED QUALIFICATION:

- Master's degree from a U.S. accredited institution or foreign equivalent
- One (1) year of progressively responsible professional experience with responsibilities for advising in academic or student affairs
- Knowledge or experience of Colleague software program, WebAdvisor, Student Management System;
- Knowledge of assessment software (e.g., TracDat or LiveText)
- Ability or experience relevant to teach

#### 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:

Knowledge of principles, practices and techniques in the field of student academic advisement services. Knowledge of academic rules degree planning. Interpersonal communication skills. Ability to compile and manage data. Experience in a higher education setting. Ability to interpret and present information and ideas clearly and accurately in writing, orally and by preparation of reports and other materials. Ability to work with diverse, multi-cultural populations. Ability to utilize software programs and the ability to learn them. Ability to establish and maintain effective working relationships with internal and external organizations, groups, members and individuals.

#### CHARACTER OF DUTIES:

Under the direct supervision of the Dean, School of Business and Public Administration, under the Academic Advisement, the Academic Advisement and Assessment Coordinator will coordinate college or school advisement and orientation sessions; conduct one on one advisement sessions with students; refer special needs students to additional services as appropriate; assist students in academic degree planning; assist student in registration (add/drop) from courses; refer students to respective program faculty advisor; assist students in preparing academic paperwork, evaluate and improve advisement and registration practices; advise students in all customer touchpoints: phone, face to face, email, and social media; provide financial aid information including FAFSA, SFAP and scholarship opportunities, and refer students appropriately to the Financial Aid Office; participate in outreach and recruiting events in coordination with faculty, administration, and Enrollment Management and Student Success (EMSS); participate in University and College or School Faculty Development activities; assist transfer students with transcript analysis, course substitution forms, degree planning, and finding a faculty advisor; provide students training for WebAdvisor and other University academic software programs; perform administrative tasks associated with department recruiting, advisement, and retention activities; research new trends and advances in the realm of academic advisement; provide additional administrative support which includes taking phone calls, scheduling appointments, check-in and date entry, etc. as necessary; participate in Professional Development activities as assigned. Under Assessment Coordination, the Academic Advisement and

## #045-19 ACADEMIC ADVISEMENT AND ASSESSMENT COORDINATOR

Assessment Coordinator will coordinate and conduct workshops and activities in the areas of organizational and time-management skills, communication skills, and personal employment goals; coordinate and compile results for core competency, general education, and capstone courses; support faculty in conducting effective program-level assessment; gather enrollment trends, college graduation/retention rate profile; assist and support faculty with inputting of data for annual Assessment Inventory Report; provide support for strategic planning, evaluation, and accreditation; issue and compile Customer Satisfaction Survey and Academic Advisement and Orientation Satisfaction Survey for the Dean's review; serve as a resource in tracking and reporting student recruiting and retention; support career and alumni tracking; perform other duties as assigned.

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.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.

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 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 <https://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 <https://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

*Academic Advisement and Assessment Coordinator.02.26.19*  
*Approved by CHRO 02.26.19*