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# ANNOUNCEMENT

February 27, 2024

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

*Announcement No. 048-24*

***Position Title***

**TEXTBOOK PROJECT PRODUCTION MANAGER AND LEAD DESIGNER**

***Salary Range:***

UGPP/M-01 \$49,731 – UGPP/M-07 \$62,163 Per Annum

***Opening Date:*** February 27, 2024

***Closing Date:*** March 12, 2024

***Location:***

University Libraries/RFT - Micronesia Area Research Center Publications (MARC)/ UOG Press

**MINIMUM QUALIFICATIONS:**

- Graduation from a recognized and accredited college or university with a bachelor's degree **with** at least five(5) years of experience in graphic design, publication layout, and production management; or
- Graduation from a recognized and accredited college or university with a master's degree; or
- Eight(8) years of experience in graphic design, publication layout, and production management; and
- Proven experience and professional training and education in graphic design and publication layout.

**PREFERRED QUALIFICATIONS:**

A strong portfolio of work including samples of publication design and layout; strong communication and presentation skills; strong organizational and time-management skills for meeting staggered deadlines for multiple assignments; and ability to work in a dynamic and collaborative team environment as a positive and engaged professional.

**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.

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

Proficient working with Adobe InDesign CC, Adobe Photoshop CC, Adobe Illustrator CC, and Adobe After Effects CC; experience drawing, painting, and illustrating in various styles and mediums; skillset in conceptualization and storyboarding; and experience working with printing representatives to select the appropriate materials and determine printing specifications to ensure the highest quality product.

**CHARACTER OF DUTIES:**

The Textbook Project Production Manager and Lead Designer will oversee and coordinate the production process for a series of textbooks and other supplemental and supporting materials from start to finish; lead and guide the overarching design and visual components of the textbook series and other supplemental and supporting materials and ensure they are completed within the project timeline; work closely with project personnel and contracted designers, artists, writers, photographers, editors, printing representatives, and assistants to ensure publications and resources are designed and printed according to set schedules and deadlines and are of the highest quality by establishing and adhering to production deadlines and standards; assist the publishing director with determining specifications and materials for printing the publications and resources and working with printers and vendors to monitor production schedules and to perform quality assurance checks; direct preparation of layouts for various informational and promotional materials (social media flyers, fact sheets, sticker sheets, etc.) that help to connect the community to the project and gain greater awareness about and involvement in developing place-based textbooks; advise the publishing director and other project personnel on solutions to technical problems, production schedule, and

## **TEXTBOOK PROJECT PRODUCTION MANAGER AND LEAD DESIGNER # 048-24**

other issues related to the production of the publications and resources; participate in project planning; and other duties as assigned.

### **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 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/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 applications 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 (Feb 27, 2024 10:51 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Textbook Project Production Manager and Lead Designer 02/27/24  
Approved by CHRO 02/27/24*