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# ANNOUNCEMENT

February 28, 2020

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

Announcement No. 050-20

**Position Title**

**CEDDERS Student Office Assistant**

**Hourly Range:**

UGPP/A 03 \$8.89 Per Hour – UGPP/A 07 \$10.31 Per Hour

**Opening Date:**

February 28, 2020

**Closing Date:**

Continuous Until Filled

**Location:**

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS)

**MINIMUM QUALIFICATION:**

- Must be enrolled full time at the University of Guam;
- High School Diploma or GED equivalent

**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.

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

Ability to learn office practices and procedures. Ability to understand and follow routine oral and written instructions. Ability to operate office machines whose operation may be learned on the job. Ability to work effectively with the public and fellow employees. Ability to use a TTY machine in order to communicate with persons with a hearing disability. Ability to lift books, boxes or other items up to 40 lbs. Ability to drive a vehicle. Knowledge of computers and knowledge of word processors and desktop publishing software. Appreciation for working with diverse individuals and a genuine interest in working with individuals with disabilities.

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the CEDDERS Initiative Area Coordinator, the CEDDERS Student Office Assistant will assist during preparation for conferences, workshops, training sessions, and technical assistance activities as well as during the actual event. Assembles conference related items including binders, folders, nametags. Calculates and summarizes data collected from evaluations of conferences, training, and workshops as required. Receives telephone and office callers, and directs them to proper personnel. Sends, receives, and records facsimiles. Operates duplicating machines, facsimile machines, binding machines, typewriters, electric hole punching machines, manual paper cutters, calculator, TTY machine, and other office machines whose operation can be learned on the job. Files various materials alphabetically and numerically according to the predetermined subject matter classification. Obtains price quotations from various on and off island vendors. Performs on and off campus errands. Prepares desktop published documents including but not limited to brochures, flyers, and other conference materials. Utilizes a computer and software including Word, Publisher, Excel, and PowerPoint. Provides support to individuals with developmental disabilities as needed. Performs other related duties as required to support Guam CEDDERS.

**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

## **CEDDERS Student Office Assistant # 050-20**

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:**

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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 735-2350/1.

### **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