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ANNOUNCEMENT

April 05, 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. 061-24

Position Title
SENIOR STUDENT ACADEMIC COUNSELING SPECIALIST

<u><i>Salary Range:</i></u> UGPP/N-01 \$54,918.00 – UGPP/N-18 \$96,793.00 Per Annum	<u><i>Opening Date:</i></u> April 05, 2024 <u><i>Closing Date:</i></u> April 18, 2024
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Location:
Enrollment Management and Student Success/Student Counseling Services and Advising Services

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Education, Counseling or field related area of assignment AND three years experience in teaching and/or advisement; OR
- Master’s Degree appropriate to the field assignment AND one year experience in teaching and/or advisement; OR
- Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

PREFERRED QUALIFICATION:

Counseling experience in a multi-cultural setting, student advisement, experience with community engagement and teaching and license eligible.

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.

NATURE OF WORK:

The Senior Student Academic Counseling Specialist reports to the Dean, Enrollment Management and Student Success (EMSS) and facilitates the student’s personnel and academic growth and development by assisting them to integrate educational and career-life goals and improve their ability at problem-solving, decision-making, interpersonal skills, self-management, and self-expression. Additionally, the Senior Student Academic Counseling Specialist assists students remove barriers that impede academic progress; facilitate such activities and examine personal, education, and social values; establish and work towards realistic career goals; and identify appropriate resources to meet individual needs. In addition, the Student Academic Counseling Specialist provides unparalleled customer service, and creates an environment where processes are efficient and allow the student to focus on their academic success.

DUTIES AND RESPONSIBILITIES:

- Advise students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- Advise special populations of students within scope of responsibility, such as new or transfer students, undeclared majors, students with disabilities, student veterans, minority groups, etc., assisting in exploration of academic programs, and focusing on academic direction, procedures, policies, and available resources.
- Advise undecided, probationary, conditionally admitted, suspended, or reinstated students to help identify and overcome their academic difficulties and develop an academic plan of action; conduct regular retention check-in with students.
- Utilize UOG information systems to support delivery of advising and counseling services;
- Advise students during initial, early and regular registration periods for enrollment;
- Verify various forms for accuracy such as overload petitions, course withdrawals, curriculum changes; assists students in preparing various petitions. Maintain and manage advising records and confidential student evaluation records.
- Develop lessons and teach FY101 First Year Seminar and other related topics toward student success; must be prepared to teach using a variety of modalities.

#061-24 SENIOR STUDENT ACADEMIC COUNSELING SPECIALIST

- Develop, coordinate, and conduct various seminars, orientations, workshops or other activities ; teach decision-making strategies and problem-solving skills to students; develop and facilitate advisement training for professional staff and faculty advisors.
- Develop advisement and resource materials for student recruitment and retention programs; conduct workshops related to recruitment, retention, and advising.
- Coordinate crisis intervention and counseling referral services.
- Maintain and provide information for annual assessment and evaluation reports.
- Serve on committees as directed.
- Perform related duties as required or deemed necessary to meet the academic advising and retention goals within the advisor's scope of responsibility.

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 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 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 735-2350.

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 Acting 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).

Elaine Faculo-Gogue

Elaine Faculo-Gogue (Apr 5, 2024 15:14 GMT+10)

ELAINE M. FACULO-GOGUE
Acting Chief Human Resources Officer