A N N O U N C E M E N T

April 12, 2021

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. **064-21**

Position Title
COMPUTER CENTER ASSISTANT

Hourly Range:
UGPP/E-01 $21,095.00 – UGPP/E-07 $26,369.00 Per Annum

Opening Date: April 14, 2021
Closing Date: April 27, 2021

MINIMUM QUALIFICATION:
High School Diploma or GED Certification.

PREFERRED QUALIFICATION:
College students majoring in Computer Science, Computer Information Systems, or related field.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of basic computer skills. Ability to work under pressure. Ability to follow oral and written instructions. Ability to apply safe work practices on the job. Ability to maintain strong client focus and genuine desire to assist. Ability to work effectively with public and employees. Ability to work nights, graveyard shift, and holidays.

CHARACTER OF DUTIES: (Any one position may not include all duties listed, nor do the examples cover all the duties may be performed.) Under the supervision of the Senior Computer Operator, the Computer Center Assistant monitors ITRC facility, reports power outages, system failures, and other issues to administrators/operators, provides basic and general end-user support. The Computer Center Assistant monitors, manages and maintains lab equipment, student workstations environment as well as assists with Help Desk Quality Control, complete follow-ups, and performs related work as required.

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 (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 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 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 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 (Apr 12, 2021 14:44 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Computer Center Assistant 04/12/21
Approved by Acting CHRO 04/12/21