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# ANNOUNCEMENT

August 28, 2023

**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. 074-23**

**Position Title**  
**GCR ARCHIVAL SPECIALIST**

**Salary Range:**

UGPP/K-01 \$33,911.00 – UGPP/K-11 \$48,030.00 Per Annum

**Opening Date:**

August 28, 2023

**Closing Date:**

Continuous Until Filled

**Location:**

Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesia Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

**JOB DESCRIPTION:**

The GCR Archival Specialist works independently and as a team member assisting in the reception of and preservation maintenance for the archival resources that the Guam Cultural Repository is scheduled to receive. Works effectively with the public and GCR employees in carrying out the mission of the Guam Cultural Repository (GCR) which is to, among other goals, preserve and protect the GCR's archival records and long-term management of archival and manuscript collection, including textual, records, reports, printed materials, map, photographs, media recordings, and electronic records, while making these records accessible to researchers and the public for the good of the community.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Library Science, Records Management, Museum Studies, or a closely related field; **and**
- Experience in working with an archaeological or archival collection and record keeping; **or**
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

• Physical abilities must include stooping, bending, kneeling, standing for prolonged periods, and lifting and carrying objects, such as boxes that may weigh up to 50 pounds, climbing caster-equipped ladders and using electric lifts; maneuvering on catwalks; moving heavy carts of artifacts, some of which are oversized; and handling boxes of artifacts stored up to 12 feet above the floor.

**PREFERRED QUALIFICATIONS:**

- Participation in a university-based archaeological field school.

**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 the archival standards, principles, methods, practices, research techniques, tools, and equipment used to perform technical archival work. Knowledge of computer applications and archival databases. Knowledge of current archival trends and developments. Ability to climb caster-equipped ladders, maneuver on catwalks, move heavy carts of records, and handling boxes of records stored up to 12 feet above the floor. Ability to stand, walk, stoop, bend, and lift weights up to 50 pounds, as well as perform delicate handling and repair of archival materials. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to understand and follow oral and written instructions. Ability to help write reports and develop various types of curation plans for GCR's Archive section. Skills in gathering information and providing routine information related to archival work.

# #074-23 GCR ARCHIVAL SPECIALIST

## **CHARACTER OF DUTIES:**

Under the direct supervision of the GCR Curator of Archaeological Collections or the GCR Museum Specialist and Records Manager, the GCR Archival Specialist will work with or around ancestral and historical artifacts and other items of a sensitive nature. Visits records storage areas at a regular schedule to answer potential questions of GCR patrons and to ensure that in-file operations are being performed correctly. Monitors working conditions and reports potential or actual problems to the GCR Museum Specialist and Records Manager. Assists in the arrangement, description, surveying, finding aid production, cataloging, and other documentation activities as well as in the creation of the annual reports that include descriptions of activities accomplished and analyses of a variety of aspects of the collection that are essential to the proper care of the archived documents, such as pest management. Assists in the creation and maintenance of a collection management program that includes surveying, appraising, accessing, arranging, describing, and rehousing archived documents; will also help manage the research room. Ensures that search, refile, and interfile actions are properly documented. Investigates records status and locations in cases where documents cannot be interfiled. Identifies bottlenecks and delays in workflow and intervenes to ensure prompt resolution. Analyzes late-flowing documents and determines whether documents forwarded to interfile are of permanent value or should be identified as nonessential information. Identifies potentially duplicate information already in curation or inadvertently routed for interfile. Input information of archival records into the Integrated Collections Management Systems. Performs related duties as required.

## **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 <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 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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Aug 25, 2023 13:40 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

GCR Archival Specialist. 08 /28/23  
Approved by CHRO. 08/28/23