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ANNOUNCEMENT

June 26, 2019

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. 076-19	
<u>Position Title</u> Administrative Supervisor	
<u>Salary Range:</u> UGPP/L 1 \$37,100.00 – UGGP/L 7 \$46,375.00 Per Annum	<u>Opening Date:</u> June 26, 2019 <u>Closing Date:</u> July 10, 2019
Academic and Student Affairs/Professional and International Programs	

MINIMUM EXPERIENCE AND TRAINING:

- a) Master’s Degree from a U.S. accredited college or university.
- b) Minimum of two (2) years experience in supervisory administrative work.

PREFERRED QUALIFICATION:

Minimum of one (1) year experience in administering management services, including budget preparation and funds management, personnel management, and procurement.

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 SKILLS:

Knowledge of general administrative processes and office management practices.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director, Professional and International Programs, the Administrative Supervisor will manage the administrative services function of the Professional and International Programs Office, including preparation of budget reports, correspondence, funds management and procurement. Supervises administrative and support staff of the Professional and International Programs Office; complete grant applications and other budgetary documents; confers with the Director and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations, and other guidelines. Establish a schedule of course offerings to be distributed through a mass media and website in consultation with the Director; coordinate projects of the Professional and International Programs Office that may require contracts, memorandum of agreements, and other documents; verify and analyze the flow of work within the Professional and International Programs Office including improvement of administrative management practices. Conduct marketing and outreach efforts to promote Professional and International programs, courses, trainings, and events. Maintain a database for mass emailing of monthly training calendar and events, and send fliers to prospective clients.

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.

Administrative Supervisor #076-19

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 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 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

*Administrative Supervisor 06/26/19
Approved by Acting CHRO 06/26/19*