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# ANNOUNCEMENT

May 06, 2024

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. 079-24

Position Title  
**IT SUPPORT TECHNICIAN**

**Salary Range:**

UGPP/I-01 \$34,886.00 – UGPP/I-18 \$61,487.00 Per Annum

**Opening Date:**

May 06, 2024

**Closing Date:**

May 17, 2024

**Location:**

School of Health/Guam Cancer Trust Fund

**MINIMUM QUALIFICATIONS:**

- Associate degree in Information Technology (IT), Computer Science (CS), Computer Information Systems (CIS), or at least sixty (60) credit hours completed toward degree in IT, CS, CIS, or related field; or
- Any equivalent combination of experience and training which provides the minimum knowledge, skills and/or abilities.

**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:**

IT Support Technician performs skilled work in the installation, repair, and maintenance of computer equipment. The IT position provides technical advice and support for employees and students to use computer hardware and software effectively. This position monitors and maintains computers, computer systems, networks, and other IT systems; may install and configure computer systems, diagnose hardware and software faults, and solve technical and applications problems, either over the phone or in person. The IT Support Technician's role may span one or more areas of expertise.

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

Knowledge of IT and computer hardware and software, operating systems, and networking. Excellent oral and written communication skills. Ability to follow oral and written instructions. Ability to apply safe work practices on the job. Ability to maintain strong client focus and a genuine desire to assist. Ability to be methodical and disciplined in analyzing and solving technical issues. Ability to work effectively with the public and employees.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Guam Cancer Trust Fund (GCTF) Program Manager. The GCTF IT Support Technician will lead the IT and computer hardware and software, operating systems, and networking efforts for the Guam Cancer Trust Fund; Performs skilled work in the installation, repair, and maintenance of computer equipment; Provides effectively accurate technical advice and support to employees in the use of computer hardware and software, including troubleshooting and walking employees and patrons through the problem-solving process; Follows up on advice and support; Guides installation, repair, and maintenance of specialized equipment; Monitors and reports any computer and special equipment issues, maintains computers, computer systems, networks, and other IT systems; May install and configure computer systems, diagnose hardware and software, and solve technical and application problems; Report any power issues. The GCTF IT Support Technician will create and submit a Helpdesk ticket; Responsible for managing the GCTF website and email account daily; Attend GCTF meetings and events; Responsible for recording meetings and transcribing minutes of official meetings. The GCTF IT Support Technician may be assigned special tasks/projects throughout the year; Provide daily or weekly updates on task/project progress; Perform other duties assigned.

**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>.

## #079-24 IT SUPPORT TECHNICIAN

### **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 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 (671) 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <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 (May 3, 2024 09:52 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*IT.Support.Technician.05/03/24*  
*Approved by CHRO 05/03/24*