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ANNOUNCEMENT

July 23, 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. 084-19

Position Title
ATHLETIC COORDINATOR

Salary Range:
UGPP/H-01 \$26,520.00 - UGPP/H-07 \$33,150.00 Per Annum

Opening Date: July 23, 2019
Closing Date: August 06, 2019

Location:
Administration & Finance/Athletics & Field House

MINIMUM QUALIFICATIONS:

- Two (2) years of experience in game management, social media marketing and summer camps at high school level or medium club program; and
- A bachelor's degree in Sport Administration, Sport Management, or Physical Education or related field from a U.S. accredited or foreign equivalent institution; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY QUALIFICATION:

- Must possess a valid driver's license and transportation.

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/OR SKILLS:

Ability to work with a flexible schedule. Knowledge of varsity athletic programs at U.S. colleges and universities. Knowledge of various sport rules. Knowledge of game management, set-up and take down of game equipment in various sports, both inside and outside facilities. Ability to supervise others and lead student workers. Knowledge of scheduling athletic events in a multi-use facility. Ability to prioritize scheduling of Physical Education, Athletic, Recreation and Rental Events of a multi-use facility. Ability to work with multiple staffing groups within a single college unit. Ability to work with multiple departments on a university campus for a single goal. Knowledge of various social media platforms to market and promote multiple events and facilities. Knowledge of summer camps for various sports. Knowledge of fundraising techniques.

CHARACTER OF DUTIES:

Prepare for and set-up for all athletic games at UOG Athletic Facilities. Coordinate with Field House Maintenance and Recreation for set-up times for specific events. Supervise all athletic (on and off campus) to include: Student workers, concessions, ticket sales, video game, game officials, and table staff. Coordinate with the Field House scheduler to schedule athletic games and events and confirm dates and times of Rental or Sport events. Coordinate with Recreation Staff to schedule and manage both calendars. Coordinate with Guam Basketball League to schedule games at the Field House. Market and promote UOG Athletic games using social media and other methods to include: UOG Students, faculty, staff, and the local community and island of Guam. Market and promote the UOG Calvo Field House for "Triton Rentals" (e.g., UOG Student activities, faculty and staff campus events, local community (public), Guam businesses, international businesses, sports groups and leagues, and fundraising groups). Use of social media as identified and UOG Website Athletic/Recreational pages. Market and promote UOG Triton camps to include: Adventure Sport Camps – Summer and Christmas, Athletic Department Sport Camps – Summer and Christmas (other times), Athletic clinics, tryout events – (high school and UOG), develop and maintain UOG Facebook pages, UOG YouTube pages and high school championships and tournaments. Work with the UOG Athletic Hall of Fame and UOG Student-Athlete Reception as needed. Work with the Administrative Assistant on concessions for athletics and fieldhouse fundraisers. Be present at off campus events with transportation. Film all UOG Athletic Games or supervise students who film games. This position works a flexible schedule dependent upon scheduled activities.

ATHLETIC COORDINATOR # 084-19

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcripts to the University of Guam Human Resources Office.

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 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

Athletic Coordinator 07/23/19
Approved by Acting CHRO 07/23/19