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# ANNOUNCEMENT

August 04, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITIONS (SUBJECT TO THE AVAILABILITY OF FUNDS):

*Announcement No. 087-23*

Position Title

**ADMINISTRATIVE SUPPORT TECHNICIAN**

Hourly Range:

UGPP/J-01 \$31,076.00 – J-07 \$38,845.00 Per Annum

**Opening Date:** August 04, 2023

**Closing Date:** August 18, 2023

Location:

Academic and Student Affairs/Senior Vice President and Provost's Office

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business or related field.
- One (1) year experience in administration or research-related services; or
- Any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license and own 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:**

Must be knowledgeable on the principle of bookkeeping. Must have excellent communication skill: listening, speaking, and writing in at least the English language. Must be proficient in MS Word, Excel, Outlook, and PowerPoint, document, and database management. Skilled in personal computer operation, file sharing, data transcription, spreadsheet compilation, and preparation of presentations. Must have good social, organizational, time-management, and customer service skills. Must be able to lead and work as a member of small teams on specified tasks. Must also be able to work alone with minimum supervision. Must be comfortable with routine, repetitive, and arduous tasks, and new assignments, Must also be willing and able to accept short-notice, fast-turnaround tasks to meet short deadlines. Good personal relations skills and a sense of humor are highly valued.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Senior Vice President and Provost, the Administrative Support Technician will manage various daily operations such as composing correspondence, completing and preparing various UOG documents for signature. Manage the SVP/P daily operations such as composing correspondence, completing and preparing various UOG documents for signature. Manage the SVP/P daily schedule and ensure that meeting parties are informed of meeting schedule promptly. Answer phones calls, messages, and e-mail received for the Senior Vice President/Provost and to ensure that the SVP/P receives messages and if needed returns phone calls for the SVP/P. Manages the SVP/P Travel Arrangements and Clearances. Manages reimbursement for business purposes. Manage and organize conferences and workshops including coordinating including coordinating and sending invitations, venue searching, promotional gifts, and printing materials. Manage important deadlines and timelines for the SVP/P that requires her decision of administrators under the executive's umbrella. Oversee the maintenance, repair, and replacement of office equipment and furniture for the SVP/P. Requests quotations and completes abstract requests and gives to the Administrative Officer for further processing. Answer and screens incoming phone calls. Maintain confidentiality of matters and documents with respect and tact. Oversees the

## ADMINISTRATIVE SUPPORT TECHNICIAN # 087-23

SVP/P's Academic Officer Counsel (AOC) Monthly Meeting that is held twice a month. Responsible for sending email notifications and reminders of upcoming meetings link, and refreshments (if needed). Attends Zoom meetings to control online reports. Maintain AOC SharePoint folder and inform AOC member of updated that were loaded onto the online folder. Updated yearly AOC Schedule and Records document and sends approved copy to the members. Assist the Administrative Officer with Board of Regent meetings that the SVP/P oversees the Academic, Personnel and Tenure and the Students Affairs, Scholarship, Alumni Relations & Honorary Degree committees. Maintain up to date SVP/P files ensuring that upon request retrieval of files are available upon request. Manages important deadlines for the SVP/P related to only Administrators (Deans & Directors that she supervises) relating to HR Matters such as Promotion, Tenure, Reappointment, Evaluation, etc. And to ensure that she send a decision to the President. Assist Administrative Office with the compilation of fiscal year budget submission received from the schools and colleges. Performs research and reports as needed. May supervisor student worker(s). Performs other duties as assigned.

### **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.

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 <https://www.uog.edu/life-at-uog/safety-security>. (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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Aug 3, 2023 08:29 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Administrative.Support.Technician.08/03/23*  
*Approved by CHRO 08/03/23*