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# ANNOUNCEMENT

August 4, 2023

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

Announcement No. 088-23

Position Title  
**GALLERY ASSISTANT**

Hourly Rate:  
UGPP/G 1 \$11.88 – UGPP/G 18 \$20.95 Per Hour

Opening Date: August 4, 2023  
Closing Date: August 17, 2023

Location:  
Academic and Student Affairs/College of Liberal Arts and Social Sciences/Division of Communication, Media, & Fine Arts/Isla Center for the Arts

**MINIMUM QUALIFICATIONS:**

- Graduation from a recognized college or university, with a bachelor’s degree in a related field.
- Experience in planning, developing, coordinating, or implementing art programs or projects.
- One year of experience in administrative and office support services, or the equivalent.

**PREFERRED QUALIFICATIONS:**

- Graduation from a recognized college or university, with a bachelor’s degree in the Fine Arts.
- Demonstrated experience in gallery operations.
- Demonstrated experience in exhibit operations.
- Demonstrated experience in non-profit or university fundraising.

**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.

**CHARACTER OF DUTIES:**

The Gallery Assistant for the ISLA Center for the Arts will: prepare ISLA deposit memos and maintain ledger, monitor funds and purchases for the Director. Make deposits as needed. Develop exhibition reports for recent shows (attendance, expenses, income). Update website. Develop updated exhibition calendar on display. Conduct tours if requested. Preparation/installation of Art Exhibitions and publicity materials. Preparation of distribution of Art-A-Thon packets. Coordinate with the participating school coordinators.

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

Knowledge and skills in exhibition design and installation. Must be able to work with Microsoft Office applications. Must have strong communication skills both orally and in writing, in order to work with the public. Must have knowledge of office management practices and general administrative functions. Ability to supervise the work of work study students. Ability to work effectively with the public and employees.

**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 (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

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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:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 671-735-2350/1.

### **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 (Aug 4, 2023 12:44 GMT+10)

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

*Gallery Assistant.08/04/23*  
*Approved by CHRO 08/04/23*