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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. 089-23

Position Title

STUDENT AUXILIARY SERVICES ASSOCIATE

Hourly Rate:

UGPP/E 1 \$10.14 – UGPP/E 7 \$12.68 Per Hour

Opening Date:

August 4, 2023

Closing Date:

Continuous Until Filled

Location:

Office of the President/Auxiliary Enterprises

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Enrolled as a part-time or full-time student at the University of Guam.
- Possession of a valid driver's license.
- Must be able to lift at least thirty (30) pounds.

PREFERRED QUALIFICATIONS:

- One (1) year of work experience in food service, retail, or in an office setting.
- Experience in content creation for promotional purposes.

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:

The Student Auxiliary Services Associate supports the Auxiliary Enterprises Department primarily at the Triton Store, Food Services and Vending, and the Post Office. Students working in these part-time positions report to the respective managers and supervisors under the Auxiliary Enterprises Department and Marketing and Communications Office.

CHARACTER OF DUTIES:

The Student Auxiliary Services Associate provides excellent customer service and answers phones and emails; assists customers, operates cash registers, processes sales transactions, and closes out end of the day sales; assists with maintaining and updating Auxiliary Enterprises websites; assists in Auxiliary Enterprises activities including events; assists in promotions including the creation of content for social media channels; maintains order and cleanliness of Auxiliary Enterprises spaces. Office duties include filing, organizing, producing reports, and creating marketing collateral; performs general errands on and off campus; performs other duties as assigned.

Division-Specific Duties:

Triton Store: Supports daily operations of the Triton Store and University-operated retail outlets; supports inventory activities including tagging and processing of merchandise, setting up displays and stocking/restocking shelves; operates copier machines, printers, binding machines, heat press, vinyl cutters, plotters, and other office and small production equipment.

Food Services and Vending: Supports the operations of food services and vending which includes the food court and cafeteria, third party food vendors, food trucks, and campus vending machines; prepares drink and food orders according to recipe; monitors inventory and operation of food and drink vending machines.

MINIMUM KNOWLEDGE, SKILLS AND/OR ABILITIES:

Knowledge of Microsoft Office 365. Knowledge of Adobe Creative Cloud, Canva, or other design and production tools. Able to have a positive attitude and demeanor. Ability to work 12-20 hours per week. Ability to obtain all necessary health and sanitary certificates. Ability to learn customer service skills. Ability to learn standard office, retail, and food service practices and procedures. Ability to learn and operate retail and food service equipment including, but not limited to: cash registers, coffee machines, custom promotional merchandise printers, engravers, cutters, and printers.

#089-23 STUDENT AUXILIARY SERVICES ASSOCIATE

Ability to work effectively with the public and employees; ability to communicate effectively orally and in writing; ability to maintain records and prepare reports.

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 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).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer