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ANNOUNCEMENT

July 26, 2022

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

Announcement No. 092-22

Position Title

STUDENT BEHAVIORAL COUNSELOR SUPERVISOR/WELLNESS COORDINATOR

Salary Range:

UGPP/P 1 \$55,488.00 – UGPP/P 7 \$69,360.00 Per Annum

Opening Date:

July 26, 2022

Closing Date:

Continuous Until Filled

Location:

Academic and Student Affairs/Enrollment Management and Student Success/Student Counseling Services

MINIMUM QUALIFICATIONS:

- Master's Degree or higher in counseling, social work, clinical psychology, or related field from an accredited educational institution.
- Minimum of ten (10) years of experience in a psychotherapy, clinical, or professional counseling environment with a wide variety of clients.

PREFERRED QUALIFICATIONS:

- Must hold a Guam license as a Licensed Professional Counselor. Individuals holding an equivalent current, valid license issued by a state of the United States or its territories may be hired conditionally, pending transition to the Guam Licensed Professional Counselor license.
- At least three (3) years of experience in a clinical supervisory capacity.
- Counseling experience in a multi-cultural setting.
- Experience as a behavioral/wellness counselor in a higher education environment.
- Experience with community engagement and teaching.
- Experience in working with persons with disabilities.

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 Behavioral Counselor Supervisor/Wellness Coordinator reports to the Dean, Enrollment Management and Student Success (EMSS), and supervises all members of the Student Counseling Services. The Supervisor leads all behavioral and academic counseling team members in facilitating the university student's personal, professional, social, behavioral, and academic growth and development by assisting students through individual behavioral, psychosocial, and academic issues. The Student Behavioral Counselor Supervisor/Wellness Coordinator leads the University of Guam Student Counseling Services. As a member of EMSS, the Supervisor is expected to contribute to achieving the mission of providing students with unparalleled customer service and creating an environment where processes are efficient and allow students to focus on their personal wellbeing and academic success. The EMSS goal is to guide each student through the complex issues of transition to college, management and personal and academic challenges throughout their educational experience and focus on issue resolution to support their graduation.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Must have the ability to speak in public, have exceptional writing skills, and extraordinary problem-solving skills. Must have the ability to work as a part of, and with, teams.

#092-22 STUDENT BEHAVIORAL COUNSELOR SUPERVISOR/WELLNESS COORDINATOR

DUTIES AND RESPONSIBILITIES:

Duties include assisting students in making positive life choices through problem-solving, decision-making, interpersonal skills, self-management, and self-expression. The Supervisor will provide support for individuals, groups, and couples; present wellness programs; provide crisis intervention services, including referral to outside medical sources, if necessary; assist in planning and implementation of suicide and violence prevention programs; work closely with community members, faculty, staff, and administrators to promote staff and student interns working with Student Counseling Services, provide training for internal staff and other University employees, and service on committees, teams, and task forces, as needed. The Student Behavioral Counselor Supervisor/Wellness Coordinator will lead and work collaboratively with other members of the Student Counseling Services. This position will participate in student retention and success initiatives and will assist with student orientation and ongoing student support activities. This position will also serve as the University Wellness Coordinator working in partnership with the EMSS Community Health Nurse, the Athletic Director and the Director, Residence Hall, in developing a wellness frame that includes resources for wellness education, support and engagement to support co-curricular activities for our students. May perform other duties, as assigned.

EDUCATION:

Applicants claiming degree or credit hours are required to provide 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 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 <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 <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 the application of Title IX and its implementing regulations may be referred to the University's Acting 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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