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ANNOUNCEMENT

August 03, 2021

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. 105-21

Position Title

STUDENT ACADEMIC ADVISING SPECIALIST

Salary Range:

UGPP/L-01 \$37,100.00 – UGPP/L-18 \$65,389.00 Per Annum

Opening Date:

August 03, 2021

Closing Date:

Continuous Until Filled

Location:

Enrollment Management and Student Success/Triton Advising Center

MINIMUM QUALIFICATIONS:

- Bachelor's degree required in student advising, counseling or related area from a recognized college or university.
- Three (3) years of experience working in a higher education setting or related.

PREFERRED QUALIFICATIONS:

- Experience in a higher education setting, preferably in student advising, counseling, post-secondary career planning or a similar field desired.
- Experience with community engagement and teaching.

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:

Knowledge of principles and techniques in the field of student academic advisement services. Ability to compile and manage data. Demonstrated knowledge and ability in working in a multi-cultural setting and with populations from diverse backgrounds. Demonstrated ability to develop supportive interactions with students in one-on-one and group-situations. Strong interpersonal skills and communication techniques.

NATURE OF WORK:

The Student Academic Advising Specialist will be under the direction of the Dean, Enrollment Management and Student Success (EMSS) and reports to the Project Director of the Triton Advising Center. The Student Academic Advising Specialist is a member of the University of Guam Student Counseling and Advising Services, a unit with the primary focus to deliver student "academic success."

DUTIES AND RESPONSIBILITIES:

Contribute to achieving the mission, providing students with unparalleled customer service, and creating an environment where processes are efficient and allow our student to focus on their academic success; the goal is to guide each student through the sometimes-complex transaction of registrations, applying for and receiving financial aid, managing student accounts, and receiving student-focused academic advisement. Work collaboratively with other Student Counseling Service employees and provide academic, personal and career advisement for undeclared students.

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.

#105-21 STUDENT ACADEMIC ADVISING SPECIALIST

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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Acting Chief Human Resources Officer