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ANNOUNCEMENT

August 19, 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. 109-21

Position Title
FINANCIAL AID ADVISING SPECIALIST

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

Opening Date: August 19, 2021
Closing Date: Continuous Until Filled

Location:
Enrollment Management and Student Success/Triton Advising Center

MINIMUM QUALIFICATIONS:

- One year of experience in planning, developing, coordinating, or implementing of programs or projects and graduation from a recognized college or university with Bachelor’s degree; or
- Three (3) years of relevant experience in planning, developing, coordinating, or implementing of programs or projects; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and/or skills.

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 basic Microsoft office applications, including design software. Knowledge of principles, practices and techniques in the field of student financial advisement service. Knowledge and experience in providing training to a variety of audiences. Ability to compile and manage data. Ability to assist in planning, developing, implementing, coordinating and evaluation federally funded projects and programs. Ability to interact with all levels of employees, management, and faculty. Strong interpersonal, oral and written communication skills with the ability to work effectively in a multicultural work setting with employees, students and the general public.

NATURE OF WORK:

The Financial Aid Advising Specialist, under the direction of the Financial Aid Office Director reports to the Project Director of the Triton Advising Center. The Financial Aid Advising Specialist in the Triton Advising Center will primarily be responsible for providing guidance to students regarding obtaining and retaining financial aid while in school. This position is responsible for assisting student in the completion of the Free Application for Federal Student Aid (FAFSA) and other application processes for all types of financial aid, providing information on federal aid programs such as Pell Grants, Direct Loans, Federal Work Study and local and private student aid programs. Conducting presentations on financial aid to students, parents, and other relevant constituencies.

DUTIES AND RESPONSIBILITIES: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Financial Literacy and Financial Aid:

- Assist students in development of an individualized budget plan for their education goals.
- Assist students with financial aid questions at different stage of the process. Explains aid programs, application procedures, eligibility criteria, why specific documents are requested, how to electronically accept awards, how to use remaining fund for textbooks and supplies.
- Assist the students in completion of the Free Application for Federal Student Aid (FAFSA).
- Responding to student school financial account related questions regarding statements, payment options, payment deadlines, tuition rates, and others.
- Informing and advising students and parents regarding eligibility and responsibilities of financial aid programs.
- Interprets and explaining policies, application procedures and availability of funding from various sources.

#109-21 FINANCIAL AID ADVISING SPECIALIST

- Handles confidential materials, communications, and adheres to Family Educational Rights and Privacy Act (FERPA).

Financial Aid and Financial Literacy Workshops:

- Conduct periodic workshops for students and parents on various financial aid subject to include, completing the FAFSA, the verification process, satisfactory academic progress, and other related topics.
- Conduct periodic workshops on personal budgeting and financial literacy as it related to funding college education.
- Develop and assist in planning and Conducting training modules for career advising.

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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