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A N N O U N C E M E N T

August 17, 2022

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#111-22 PUBLISHING DIRECTOR (UOG PRESS)

Location:	University Libraries/UOG Press
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant and sea-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks the beautiful Pago Bay and the University's world-class Marine Biology Laboratory and Water and Energy Research Institute of the Western Pacific. The University has 3,400 students, 47% of Asian ethnicity and 45% of Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the University awards degrees at the certificate, baccalaureate, and master's levels through its two colleges and four professional schools. The institution's mission of Ina (to Enlighten), Diskubre (to Discover), Setbe (to Service) serve as the foundation for the institution's Para Hulo' strategic plan, with its vision to transform lives and advance communities as a land-grant and sea-grant University. One of the university's key strategic initiatives is to be recognized as a research university centered in Island Wisdom. Island Wisdom acknowledges that Pacific ways of knowing and Western models of higher education are central to the institution's teaching, research, and service endeavors, and that balanced consideration of the ideas that emerge from them is essential to the prosperity and sustainability of island communities. Through its robust research portfolio fueled by extramural funding from competitive grants and contracts, the University delivers public value through dedicated and capable administration, faculty, students, and staff. As a complement to the research carried out at the institution, the University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students, and members of the communities we serve through the University of Guam Press. UOG is a safe and secure campus, where the institution places paramount importance on the physical, intellectual, emotion, and spiritual wellbeing of its students and employees. It fosters open dialogue and collegiality based upon mutual respect for diverse perspectives. The university has enacted processes to ensure the physical safety of the campus (most recent information may be accessed at https://www.uog.edu/life-at-uog/safety-security and a policy that encourages open dialogue and respect for all points of view. Community responsive academic programs, robust research agenda, ample publishing opportunities, and commitment to community make the University of Guam an exciting place to be for many years to come.</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The Publishing Director (UOG Press) is responsible for administering an income-driven publishing operation that holds a dual mission of publishing books of high scholarly merit for a largely academic audience and publishing works (both academic and literary) about the history and culture of Guam and the Micronesian region. The Publishing Director provides leadership and vision to the management of daily operations; ensures the production of high quality books for both scholarly and general audiences; and handles all aspects of acquisition, editorial direction, business planning, budgetary oversight, fundraising, technological applications, book production, financial reporting, sales, marketing, and distribution. The Publishing Director reports administratively to the Dean of University Libraries and editorially to the UOG Press Advisory Council, which is comprised of distinguished members of the island's literary communities.</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Assists the Dean of University Libraries in developing the annual budget, vision, strategic goals, and five-year plans;• Creates and supervises marketing and distribution plans and goals;• Oversees and manages the daily operations of the UOG Press, including contract development and execution, supervision of classified staff and contracted employees, and vendor contract negotiation and management;• Creates policies and procedures regarding the function of UOG Press, including the establishment of editorial and design standards;• Manages the submission process and guides proposed manuscripts through the external and the UOG Press Advisory Council review processes;• Establishes publishing priorities that respond to and/or anticipate University and community needs;• Actively represents and promotes the UOG Press throughout the University, the regional cultural

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- community, the larger academic community, and the publishing industry;
- Attends scholarly conferences to recruit authors or solicit manuscripts in subject areas published by the UOG Press;
 - Works closely with RFT-MARC Director of Research and faculty on the MARC Publication Series;
 - Works closely with administrators, faculty and affiliated advisory committees to support current college-sponsored publications and to acquire new book projects that relate to the University's research agenda[s];
 - Facilitates cooperative ventures that promote research and learning;
 - Establishes and maintains publishing partnerships and services with the media, foundations, and organizations within the region;
 - Provides editorial support and advisement to local writers and community organizations interested in publishing;
 - Works with RFT-MARC Administrative Officer, Business Office, and Research Corporation of University of Guam regarding financial management and reporting;
 - Compiles and provides activity and financial reports to the Dean of University Libraries and the UOG Press Advisory Council;
 - Pursues external funding through grant-writing and special contracts; and oversees and manages grants and contracts related to UOG Press;
 - Writes reports, contracts, media releases, and other documents related to UOG Press; and
 - Perform other duties as assigned.

Qualifications: **Minimum:** Master's of Fine Arts, or Master of Arts in English, Writing, Creative Writing, Professional Writing, and Rhetoric, or related field from a U.S. regionally accredited institution or foreign equivalent; Five (5) years of professional work experience in a progressive professional/managerial experience in book publishing and/or scholarly publishing; Excellent interpersonal and communication skills; Demonstrated ability to work well with a diverse population of faculty, students, colleagues, and writers; Demonstrated ability to successfully manage staff through complex projects and with tight deadlines; Evidence of innovative thinking and creative problem-solving; Demonstrated knowledge of publishing standards, current issues, and emerging trends.

Preferred: Demonstrated experience in successful grants management; Fundraising experience; Knowledge of regional publication needs.

Salary Level: \$75,538 - \$113,308 per annum

Appointment/Relocation: The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits: Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process: Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Sharleen Santos-Bamba, Search Committee Chair, sbamba@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

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.

Application Deadline: Application will be received no later than August 31, 2022 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the

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mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

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.


Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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 and Title IX Office, Dorm II, Iya Hami Hall, Room 106, 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