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ANNOUNCEMENT

August 26, 2024

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

Announcement No. 113-24	
<u>Position Title</u> PROGRAM LEADER	
<u>Salary Range:</u> UGPP/M-01 \$49,731.00 – UGPP/M-07 \$62,163.00 Per Annum	<u>Opening Date:</u> August 26, 2024 <u>Closing Date:</u> Continuous Until Filled
<u>Location:</u> Office of Research and Sponsored Programs/Center for Island Sustainability/Sea Grant	

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from a U.S. accredited college or university;
- Two (2) years of relevant work experience of federal grants and proficiency in Microsoft Office software, use of information technology, and web portals.

PREFERRED QUALIFICATIONS:

- Master’s degree in business administration or related field.
- Knowledge of University of Guam and local agency reporting processes.
- Excellent writing and organization 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 SKILLS:

Must be knowledgeable on interpersonal human relations. Must have excellent oral and written communication skills. Must have strong analytical, problem-solving, organizational, planning and time-management skills, as well as the ability to independently determine priorities and keep track of a number of details simultaneously. Ability to work independently and must have self-motivation. Ability to determine policies, set practices, develop and maintain reporting procedures in a complex environment. Willingness and initiative to keep knowledge of reporting requirements, and portals up to date; and to initiate changes when deemed appropriate.

CHARACTER OF DUTIES:

The Program Leader will lead and manage all existing reporting requirements for the University of Guam Center for Island Sustainability and Sea Grant grant awards. Prepare daily, monthly, and quarterly reporting to be distributed to both internal and external partners and grantor agencies. Reconcile and manage performance reporting data within the Grants Online, PIER, eSeaGrant, and other applicable reporting systems. Develop strong collaborative and interactive relationships with team members and other parties integral to external reporting as key contributors. Contribute to any reporting change process, including information gathering and recasting of historical results as appropriate. Perform detailed and analytical review to support external reporting to federal and local agencies. Ensure all deliverables are met and reported with the highest quality. Support long-term and short-term management strategies and plans. Perform in-depth reviews of project deliverables in correlation with project proposals. Assist with developing and implementing reporting policies and procedures for UOG CIS and Sea Grant. Provide support for reporting teams at CIS and Sea Grant.

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.

#113-24 PROGRAM LEADER

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 (e.g., 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 No. 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 671-735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/safety-security>. (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 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

Program Leader: 08/26/24
Approved by CHRO 08/26/24