



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

# ANNOUNCEMENT

September 09, 2024

**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. 116-24*

*Position Title*  
**ARCHIVIST SPECIALIST**

*Salary Range:*

UGPP/K-01 \$41,372.00 – UGPP/K-18 \$51,715.00 Per Annum

*Opening Date:*

September 09, 2024

*Closing Date:*

September 20, 2024

*Location:*

Academic and Student Affairs/University Libraries/Richard F. Kennedy Memorial Library

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in History, English, English Literature, Communications, CHamoru Studies, or a closely related field; **and**
- Knowledge of the operation of a library and organizational systems as they relate to information retrieval; **and**
- Experience in data entry referencing standardized frameworks and metadata assignment as used in library environments (Dublin Core, Library of Congress Subject Headings, ISO); **and**
- Experience working with cloud-based applications and content management systems; **or**
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**PREFERRED QUALIFICATIONS:**

- Demonstrated experience working with and/or developing content such as content management systems (Omeka, Mukurtu, or DSpace);
- General understanding of XML, HTML, and CSS; **and**
- General understanding of library operations and organizational systems.

**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.

**KNOWLEDGE, ABILITIES AND/OR SKILLS:**

Knowledge of the archival standards, principles, methods, practices, research techniques, tools, and equipment used to perform technical archival work. Knowledge of computer applications and archival databases. Knowledge of current archival trends and developments. Skills in Microsoft Office software (Word, Excel, PowerPoint) with the ability to distinguish the various exported formatting Ability to maintain a well-organized folder system and naming system in reference to a set of established standards. Knowledge of proper handling of office equipment to prevent system errors. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to understand and follow oral and written instructions. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Administrative Officer, the Archivist Specialist (Digital Guafak Data Control Specialist) works with the Digital Librarian and other members of the University Libraries’ Digital Team to: Perform complex library duties requiring originality, independent judgement and the application of advanced knowledge and skills. Scan and upload historical resources into the digital repository. Organize and assign metadata. Serve as peer mentors to new partners in the Digital Guafak project. Recommend, implement, and interpret operational policies, procedures and systems related to the Digital Guafak and UOG institutional repository projects. Manage the use and functionality of services using discovery, electronic and digital resource management, usage consolidation and repositories. Assist patrons in locating information or utilizing the resources and services of the library. Assist the Library Technicians in the daily

# #116-24 ARCHIVIST SPECIALIST

operations of the library. Assist staff in completion of complex assignments to which special knowledge of skills is applicable. Scan and digitally prepare regional library resources other significant publications and reports for inclusion in the online repository. Create digital products by uploading and organizing scanned materials using established preservation protocols. Select and assign metadata records that adhere to local and national archival standards. Maintain an accurate, well organized, redundant, and stable digital archive of Micronesian resources. Maintaining a clean work environment for both digital records and the physical workspace. Supervise the activities of library student workers, including the planning, assigning, training, evaluating, and reviewing of work assignments in relation to UOG's Digital Guafak projects. Performs other related duties assigned.

## **EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.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.

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 the date 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 <https://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 <https://www.uog.edu/safety-security/>.

## **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).



Joseph Gumataotao (Sep 9, 2024 11:33 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

Archivist Specialist. 09/09/24  
Approved by CHRO. 09/09/24



Maryanne Riano (Sep 9, 2024 11:32 GMT+10)