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

September 23, 2022

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. **120-22**

Position Title
GCR PROJECT COORDINATOR III

Salary Range:
UGPP/N-01 $45,014.00 – UGPP/N-03 $48,490.00 Per Annum

Opening Date: September 23, 2022
Closing Date: Continuous Until Filled

Location:
Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesian Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

MINIMUM QUALIFICATIONS:

- Three years of experience in planning, developing, coordinating, or implementing programs or projects or closely related work and graduation from a recognized college or university with a bachelor's degree; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and 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.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:
Knowledge of principles and practices of modern public administration. Knowledge of contract negotiations. Ability to write and manage grants and external funds. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs. Ability to plan, develop, implement, and coordinate federally funded projects and programs. Ability to interpret and apply pertinent laws, regulations, and related program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. 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 GCR Curator of Archaeological Collections, the GCR Project Coordinator III plans, develops, implements and reviews federally funded projects and programs. The GCR Project Coordinator III will assist the Curator in locating, writing, and applying for grants and other external funding opportunities. This individual will also assist the curator in discussions and negotiations related to legislation and policies that affect the operation of the Guam Cultural Repository. This individual will also manage the financial resources and associated paperwork. This position is also responsible for the following tasks: ensuring that each assigned project has a functional evaluation design; evaluates projects for cost effectiveness; determines the priority and applicability to projects for future funding; confers with department or agency heads; grants and aids officials and others in achieving the fullest utilization of federal aid or local programs or projects; participates and assists in the promotion and coordination of Federal Grants and Aid Laws; develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities; assists in the preparation of plans and annual work programs; assists in reviewing and analyzing budget requests for federal funding; maintains proper control of records of all expenditures and obligations relating to Federal Grants Aids programs and projects; collects and analyzes statistical data and performs research; prepares financial reports for submission to federal agencies as required; keeps abreast of developments and changes in federal laws, regulations and congressional bills; may lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs; and performs related duties as 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.

#120-22 GCR PROJECT COORDINATOR III

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 23, 2022 15:55 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

GCR.Project.Coordinator.III.09/23/22
Approved by CHRO 09/23/22