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ANNOUNCEMENT

September 27, 2024

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

Announcement No. 126-24

Position Title
STUDENT LIFE SPECIALIST

Salary Range:

UGPP/N-01 \$54,918.00 - UGPP/N-10 \$75,392.00 Per Annum

Opening Date:

September 27, 2024

Closing Date:

October 10, 2024

Location:

Enrollment Management & Student Success (EMSS)/Student Life Office (SLO)

MINIMUM QUALIFICATION:

- Bachelor's Degree in health, education, counseling, or related field; **and**
- Demonstrated 2 to 4 years of experience working with college/university aged population as advisor, mentor and supervisor, including student government and student organizations; **and**
- Excellent communication and interpersonal skills to interact effectively with a variety of individuals at a variety of levels; **and**
- Understanding and appreciation for the student experiential learning in connection with core academic experience with an ability to inspire and motivate students.

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.

CHARACTER OF DUTIES:

The Student Life Specialist sits at the nexus of several units within EMSS and across campus including recruitment, advising, communications, advancement, as well as the colleges and professional school. The specialist assumes multifaceted responsibilities to ensure a dynamic experience for all students. Under the direction of the EMSS Dean, the specialist will develop, implement, and manage student programs and services which facilitate comprehensive student success. The specialist is central for effective and efficient operation of student clubs, organizations, and associations. The specialist works with club, organizations, and association leaders as it pertains to the smooth execution of their events. The specialist guides students in all administrative aspects and policies that govern student organizations; to this end, the student life organization is managed by the specialist. The specialist is responsible for: training all student organizations and faculty advisors, supporting and coordinating the daily Student Life office administrative tasks, and ensuring compliance of daily operations, including budgeting, procurement, and reports, and recommending new administrative procedures for improvement. The specialist will also provide guidance and interpret University policies, rules and regulations as it relates to student discipline, grievance, violations of the code of conduct, and appeals. The specialist will notify and apprise the Dean of any such violations or appeals a student may file. In consultation with the Dean and Associate Dean of EMSS, the specialist will increase student engagement and enrollment through the development, implementation, and evaluation of a student experience framework. Responsibilities in this area include designing tools to assess student needs, experience, and designing new forms of recruitment and outreach based on the feedback and relevant recruitment techniques. The specialist will also coordinate, lead, and conduct recruitment and outreach to high schools, villages, organizations, business, and agencies, and student orientations. The incumbent liaises and coordinates with undergraduate student advisors, student leaders, and other university staff and faculty members to maintain frequent interaction and support to improve and enhance student services, activities, and programs.

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.

STUDENT LIFE SPECIALIST # 126-24

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 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 at <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 26, 2024 15:50 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Student.Life.Specialist.09/27/24
Approved by CHRO 09/27/24