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ANNOUNCEMENT

November 27, 2018

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. 017-19

Position Title

CEDDERS OFFICE TECHNICIAN

Salary Range:

UGPP/G 1 \$24,729.00 – UGPP/G 18 \$43,585.00 Per Annum

Open Date:

November 27, 2018

Closing Date:

December 12, 2018

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- Graduation from high school or General Education Development (GED) equivalent.
- One (1) year of experience working within an organizational structure.

PREFERRED QUALIFICATION:

- One (1) year of experience working with individuals with disabilities and their families, and background in an office setting.

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, SKILLS AND ABILITIES:

Knowledge of standard business English, spelling, punctuation and grammar. Knowledge of office practices and procedures. Knowledge in the use of a personal computer, photocopier and fax machine, and the use of a TTY machine. Ability to use word processing equipment to format technical reports, manuals, correspondence and other materials, which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement, and format. Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems. Ability to maintain records and prepare reports. Ability to work and communicate effectively with UOG CEDDERS staff and the public.

CHARACTER OF DUTIES:

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS), the CEDDERS Office Technician works with the CEDDERS Grant Assistant in compiling data and documents for use in packaging grant applications and reports. Expedites paperwork sent via other overnight mail service including grant reports, applications and materials sent to federal offices, contractors, collaborators and/or students. Assists during preparation for conferences, workshops, training sessions and technical assistance activities, as well as during the actual event. Follows up with timely scheduling of travel and submission of forms to Grant Budget Specialist. Prepares travel authorization/clearance, purchase orders and other UOG procurement forms. Communicates with contractors and rental vendors in preparation for UOG CEDDERS activities. Develops and implements procedures for expediting the flow of office work. Types a variety of correspondence, reports, technical manuscripts and other materials. Reviews correspondence and other materials prepared for the supervisor's signature for correct grammar, punctuation and spelling; and corrects or recommends changes. Functions as a liaison between UOG CEDDERS and the other UOG offices in following up on contracts and grants being reviewed for signature; requesting general maintenance work; setting up meeting rooms; and obtaining equipment needed for training. Functions as a liaison between UOG CEDDERS and contractors, visitors, students and vendors; receives phone calls and office visitors; schedules meetings, conferences and appointments for UOG CEDDERS staff. Maintains office filing system, library/resources system and inventory of all in-house supplies. Assists Project Staff and Managers in maintaining records of all expenditures related to projects. Participates in the evaluation of CEDDERS Student Office Assistants. Provides support to individuals with disabilities as needed. Performs other related duties as required to support UOG CEDDERS. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. On occasion, when required by

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projects, the setting will change to off-site locations, i.e. a government agency or other facility, which may include events held on evenings and weekends.

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 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 at <https://www.uog.edu/hro> (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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer