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ANNOUNCEMENT

October 23, 2019

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. 010-20

Position Title

CEDDERS GRANT ASSISTANT II

Salary Range:

UGPP/I 1 \$28,595.00 – UGPP/I 18 \$50,399.00 Per Annum

Opening Date:

October 23, 2019

Closing Date:

November 5, 2019

Location:

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

MINIMUM QUALIFICATIONS:

- High School Diploma or GED or equivalent certification; and
- One (1) year of experience as a Grant Assistant I; or five (5) years of staff office-related work and experience in grant support and demonstrated work experience in supporting federally funded grants and contracts; or any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATION:

- Must have a valid Driver's License.

PREFERRED QUALIFICATION:

- Experience working with individuals with disabilities.

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 and familiarity of federal websites including grants.gov and federal register and in submitting grant applications and annual reports. Expertise in Adobe Acrobat Software; knowledge in conversion of documents to PDF format. Knowledge of office management practices and general administrative functions. Basic knowledge of parts of a grant and how to package grant applications. Knowledge in the use of a personal computer, copier and fax machine, and the use of a TTY machine. Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems. Ability to supervise the work of others. Ability to maintain records and prepare reports. Ability to communicate effectively, orally and in writing, 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 Grant Assistant II compiles information collected by the CEDDERS Office Technician supporting grant applications and reports. Works with UOG CEDDERS Professional Staff in the preparation of grants including face sheets, certifications, assurances, and clearinghouse forms. Assists in downloading federal grant announcements from federal grant websites and disseminates the documents to staff. Follow up on status of mini grants. Maintains physical inventory of grant procured equipment. Conducts research on an assigned subject for the Director. Composes correspondence for the signature of the Director and Associate Directors; organizes and coordinates matters requiring executive actions; ensures compliance to established laws, policies and related administrative guidelines. Arranges conferences and meetings for the Director; coordinates all activities for the Advisory Council and maintains all correspondences and files related to Advisory Council. Prepares facilities lease agreements for grant related activities. Maintains records of subcontracts and contracts including facilities, lease agreements, and other related documents. Assists in the preparation for conferences, workshops, training sessions,

#010-20 CEDDERS GRANT ASSISTANT II

outreach activities, and technical assistance activities; and during the actual event(s). Receives incoming phone calls, faxes, visitors and maintains record or messages or other correspondence received and disseminated from the main office. Coordinates UOG CEDDERS vehicle lease and maintenance. Assists in monitoring all Leave Forms and provides updates to the Director on the leave status of employees. Interacts and provides support to individuals with developmental 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. Events may be held on evenings and weekends. The work setting may change to off-site locations, i.e., a government agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

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 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

CEDDERS.Grant.Assitant.II 10.23.19
Approved by Acting CHRO 10.23.19