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ANNOUNCEMENT

November 8, 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. 017-20

Position Title
OUTREACH COORDINATOR

Salary Range:

UGPP/M 1 \$40,762.00 – UGPP/M 9 \$54,238.00 Per Annum

Opening Date:

November 8, 2019

Closing Date:

November 22, 2019

Location:

Academic and Student Affairs/Professional & International Programs (PIP)

MINIMUM QUALIFICATION:

- Bachelor's Degree from a U.S. accredited college or university.

PREFERRED QUALIFICATIONS:

- Master's Degree from a U.S. accredited college or university.
- Minimum of one (1) year experience in event planning and/or sales.

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.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director, Professional & International Programs, the Outreach Coordinator will assist in developing and organizing seminars, and other instructional activities for the Professional & International Programs Division (PIP); negotiates contracts and markets activities in coordination with Director and Assistant Director, for both public and private sectors served by PIP. The Outreach Coordinator will assess the pricing structure for all workshops and contracts twice a year and provide consultation services for clients, as required; prepares workshops and contracts twice a year and provides consultation services for client, as required; and prepares reports as required by PIP. Together with PIP staff, the Outreach Coordinator assists in the planning of activities, coordinates the budget, procurement and other necessary procedures for successful operation, and assists in administering and proctoring examinations under the Testing Service umbrella. In coordination with the Director and Assistant Director, the Outreach Coordinator creates advertisements in local media as needed to promote programs and services; maintains a database for mass e-mailing of monthly training calendars and events, and sends fliers to prospective clients; sends updates of the monthly training seminar schedule for the UOG-PIP website; establishes a schedule of course offerings for each quarter, which is distributed through mass media and website in consultation with the Director and Assistant Director, and networks with professionals in the industry to maintain attraction and retention of clients. Performs other related duties as required to support UOG, PIP.

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>. Upon selection, the selected candidate is required to submit an official transcript or certified copy of the transcript to the University of Guam Human Resources Office.

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.

OUTREACH COORDINATOR #017-20

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

Outreach.Coordinator.11/08/19
Approved by ACHRO 11/08/19