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ANNOUNCEMENT

April 15, 2019

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

Announcement No. 062-19

Position Title
CEDDERS DISABILITY MEDIA SPECIALIST

Salary Range:
UGPP/J 1 \$31,076.00 – UGPP/J 18 \$54,771.00 Per Annum

Opening Date: April 15, 2019
Closing Date: April 29, 2019

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a U.S. accredited recognized college or university; and
- A minimum of three (3) years of experience in developing media/graphic publications.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from a U.S. accredited recognized college or university; and
- A minimum of three (3) years of experience in developing media/graphic publications including photography, development of exhibits, design and layout of visual products including posters, graphics, and experience in utilizing videography as a medium.
- 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.

MINIMUM KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of sophisticated product development equipment and materials. Knowledge of layout designing and desktop publishing standards. Knowledge of computer programs, hardware and software. Knowledge of product development including but not limited to brochures, posters, videos, and audio announcements, booklets, kits, training materials, and informational materials in addition to web-based products. Knowledge of designing three dimensional displays. Knowledge of advanced publishing software including Adobe Software. Ability to design and publish documents as part of a collaborative team. Ability to create desktop published products including banners, flyers, brochures, newsletters, and cover pages for technical reports and grants. Ability to develop scripts and storyboards for activities and projects. Ability to work and communicate effectively with the public and employees, and individuals with disabilities and their families. Proficient operation of still/digital camera equipment, video recording equipment, and editing equipment. Skills in translating ideas into visual and audio formats.

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 Disability Media Specialist will portray individuals with disabilities and family members in meaningful, productive, and contributing formats including print, video, audio, and web-based productions. Consistent with the Developmental Disabilities Bill of Rights and Assistance Act, develops media that promotes inclusion, integration, independence, productivity, and enhances the quality of life for individuals with disabilities. Assists in the development of instructional, promotional, and informational documents designed for dissemination. Develops and designs displays for exhibits, fairs, and other community outreach events. Works with UOG CEDDERS Associate Directors to ensure that developed products reflect the mission and standards of the organization and the University of Guam. Provides alternative formats for developed media to enhance accessibility as per the Americans with Disabilities Act (Braille, subtitles, large print and other accessible formats). Facilitates the

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development and maintenance of CEDDERS websites. Provides support to individuals with developmental disabilities as needed. Performs other related duties as required to support UOG CEDDERS. Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. 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.Disability.Media.Specialist.04/15/19
Approved by Acting CHRO 04/15/19