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ANNOUNCEMENT

April 02, 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. 039-19

Position Title
ADMINISTRATIVE COORDINATOR

Salary Range:
UGPP/I-01 \$28,595.00 – UGPP/I-07 \$35,744.00 Per Annum

Opening Date: April 02, 2019
Closing Date: April 16, 2019

Location:
Administration & Finance/Athletics & Field House

MINIMUM QUALIFICATION:

- Bachelor's degree from a U.S accredited institution or foreign equivalent.
- Three (3) years work experience after college in the customer service and sales field.

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 administrative and clerical procedures and systems such as word processing, managing files and records, math and cash management skills, designing forms, graphic design knowledge and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must be well spoken.

CHARACTER OF DUTIES: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Under the supervision of the Athletics Director, the Administrative Coordinator will maintain Triton Rentals, Field House concessions, events, and athletics calendar. The Supervisor will provide a schedule to the Administrative Coordinator when registration forms are completed and deposits are received. The Administrative Coordinator will maintain communication with all Triton Athletics programs and activities to include but not limited to, Field House maintenance, Triton Fitness Center, recreation programs, Triton Rentals, etc. The Administrative Coordinator will place item orders from coaches or recreational personnel for local stores and make online line payments. The Administrative Coordinator works with the Supervisor for approval of purchase requests. The employee prepares paperwork and payment options to the Supervisor. The Administrative Coordinator will be responsible for daily timekeeping for Field House staff, purchase orders, invoices, abstracts, petty cash handling, procurement, ordering supplies, vendor contracts, departmental budgeting, collecting and depositing funds to appropriate departments. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and computers. Answer telephones, direct calls, and take messages. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Perform other duties as assigned.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official 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.

ADMINISTRATIVE COORDINATOR #039-19

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 <http://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 applications 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

Administrative Coordinator 04/02/19
Approved by Acting CHRO 04/02/19