



GUAMCOMMUNITYCOLLEGE

JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: Program Specialist	ANNOUNCEMENT NUMBER: JA#017-19 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: K MINIMUM Step 5C \$48,778 MAXIMUM Step 9B \$56,630	OPENING DATE: April 9, 2019
DIVISION: ACADEMIC AFFIARS Center for Student Involvement	CLOSING DATE: April 22, 2019 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- Master’s degree from an accredited college or university with major emphasis in the program area or in a similar or related area relevant to the position/program applied for; OR
- Bachelor’s degree from an accredited college or university with major emphasis in the program area, or in a similar or related area relevant to the position/program applied for, plus three (3) years of technical/professional work experience and/or teaching experience in the program area, or in a similar or related area.

SELECTIVE FACTOR: One year of experience in training student leaders on leadership development and skills, AND coordinating Leadership Development Programs including recruiting students, training student facilitators, organizing logistics, and developing and creating student programs.

NATURE OF WORK IN THIS CLASS:

This class of position is intended for use in a wide variety of specialized and complex assignments which may include, but are not limited to, new curriculum or new program of instruction, student support services, specialized training program, pilot program/project, and federal grants/aids.

Employees in this class are first level administrators and work responsibilities usually involve planning, development, coordination, implementation, and evaluation of the effectiveness of the program or project. Work is performed with considerable leeway for the exercise of independent judgement and individual initiative under the general administrative direction of a division administrator or some other college official. A very important aspect of the employee’s responsibilities is the need to consult and work very closely with relevant line or operations personnel.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed.)

Conducts research to gather information, compile, statistics and other data which may provide the background and baseline data for the program.

Conducts assessment of needs and other related work as may be required.

Organizes information that leads to the analysis of statistical data necessary to develop a program plan in one’s assigned work responsibilities.

Writes the description, plan and organization for one’s assigned program or project.

Consults with relevant college operations personnel during the program writing and development, particularly those who may be affected by the implementation of the program or project or those who may be assigned as implementers of the program or project.

Prepares budget for the project including anticipated funds from local government appropriations, federal grants or income generated by the project.

Requisitions supplies, materials and equipment consistent with the approved program budget.

Screens and recommends applicants for employment in the program, or otherwise participate in said screening process.

Monitors progress of the program and/or conducts continuing study of the latest technologies and trends regarding one's program, and recommends changes as appropriate.

Prepares monthly, quarterly and/or annual report as may be required by the program plan or grants award.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the objectives of the program the employee is working in.

Knowledge of the goals and mission of the College and their relationship with one's program objective.

Knowledge of the organizational, functional and administrative relationships of the line and staff divisions within the College.

Skill in developing and maintaining a cooperative working relationship with other employees of the College.

Ability to speak and write clearly, concisely and effectively.

Ability to plan, develop, organize, implement and coordinate a complete program or project.

Ability to interpret and apply pertinent policies, regulations and related program guidelines.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

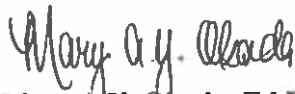
EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.
President

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