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# A N N O U N C E M E N T

October 2, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

## #002-19 DEAN OF UNIVERSITY LIBRARIES

**Location:**

Robert F. Kennedy (RFK) Memorial Library and Richard F. Taitano (RFT) Micronesia Area Research Center (MARC)

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

**General Description:**

The University of Guam seeks an Administrator who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The Dean of University Libraries is responsible for the overall administration, planning and development of the RFK Memorial Library and the RFT-Micronesia Area Research Center, and reports directly to the Senior Vice President for Academic and Student Affairs. The Dean provides leadership in coordinating campus-, island-, and region-wide access to information resources. The Dean is a member of the University's Administrative Council, and serves in other administrative service functions.

**Character of Duties:**

- Major duties and responsibilities shall include, but will not be limited to, the following:
- Provide leadership in coordinating campus-, island-, and region-wide access to information resources.
  - Promote the mission and strategic plan of the University.
  - Develop plans and policies collaboratively with library staff personnel, Senior Vice President, and/or campus constituents.
  - Coordinate with library personnel and campus constituents on the assessment of student learning of core competencies, including information literacy and co-curricular learning.
  - Develop policies, plans, and programs collaboratively with MARC personnel, Senior Vice President, and/or regional stakeholders that help to preserve regionally-significant historical records and promote a scholarly exchange of ideas about the Micronesia region.
  - Develop policies and plans collaboratively with MARC Cultural Repository personnel, campus constituents and regional stakeholders for the operation and management of the Guam Cultural Repository.
  - Monitor the Guam Cultural Repository's compliance with local and federal regulations related to the proper care and protection of cultural resources and historic collections.
  - Participate as a member of the University's Administrative Council, Academic Operations Committee, Research Council, and other administrative service functions.
  - Enforce library policies, budget management and community relations.
  - Collect and analyze statistical data to evaluate the efficiency and effectiveness of the University's Library and RFT-Micronesia Area Research Center.
  - Prepare, administer and justify budgets, including requests for additional funding that reflects changes to the University's Library, RFT-Micronesia Area Research Center, and University's academic

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programs.

- Review and approve expenditures and regularly track expenditures against the approved budget.
- Maintain a continuous and successful record of scholarly activity, teaching and grantsmanship.
- Pursue applicable avenues of research and develop strategies for RFT-MARC public relation activities in local, regional and international arenas.
- Perform other duties as assigned by the Senior Vice President, Academic and Student Affairs.

### Qualifications:

**Minimum:** Earned doctorate in a social science discipline, e.g., library science, anthropology, geography, history, linguistics, political science, etc., from a U.S. accredited institution or foreign equivalent AND an American Library Association (ALA)-accredited Master of Library Science or equivalent degree from an accredited institution. Three (3) years of relevant administrative and supervisory experience in academic library of comparable size utilizing current technological and telecommunications applications, including formulation and enforcement of library policies, budget management, and communication relations. Experience in academic and research administration. Understanding of current and broad trends and issues in higher education. Strong organizational, interpersonal, written and oral communication skills. Knowledge of regional accreditation. Knowledge of continuous improvement processes. Good report writing skills. Good interpersonal, teambuilding, and leadership skills. Good quantitative and analytic thinking skills.

**Preferred:** Five (5) years' substantial and progressively responsible administrative and supervisory experience in an academic library or an earned doctorate from a U.S. accredited institution or foreign equivalent. Record of research and publications. Successful experience with securing and administering external funding through grants and/or private contributions. Proven ability to articulate and implement an imaginative, flexible vision that incorporates an understanding of the changing scholarly use of information resources and services. Experience in an academic library environment with innovative technologies and Internet telecommunication capabilities. Experience in working with multicultural populations. Knowledge of the University of Guam. Experience in the Western Pacific region of Micronesia.

### Salary Level:

\$82,438 - \$123,656 per annum

### Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

### Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

### Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

**Special Instructions for References:** Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Dr. Margaret Hattori-Uchima, Search Committee Chair, [muchima@triton.uog.edu](mailto:muchima@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu), telephone number, (671) 735-2350 or fax number at (671) 734-6005.

**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.

Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.

### Application Deadline:

October 31, 2018

(Note to applicants in the mainland United States: Please be advised that Guam's time zone is GMT+10,

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a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.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.

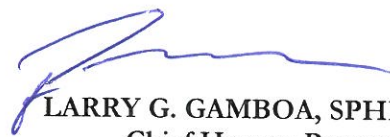
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX 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).

  
LARRY G. GAMBOA, SPHR, SHRM-SCP  
Chief Human Resources Officer