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ANNOUNCEMENT

June 3, 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):

<i>Announcement No. 069-19</i>	
<u>Position Title</u> RECREATIONAL SPORTS COORDINATOR	
<u>Salary Range:</u> UGPP/H-01 \$26,500.00 – UGPP/H-07 \$33,150.00 Per Annum	<u>Opening Date:</u> June 3, 2019 <u>Closing Date:</u> June 17, 2019
<u>Location:</u> Administration & Finance/Athletics & Field House	

MINIMUM QUALIFICATION:

- Two (2) years of experience in the organizing or supervising recreation programs or activities and graduation from high school; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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 a variety of recreational activities, game rules and sports. Knowledge of the facilities and equipment needed in recreation programs and activities. Ability to plan, organize and coordinate a variety of recreational programs and activities. Ability to lead the work of others. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and writing. Ability to maintain records and prepare reports. Skill in the application of a variety of recreational activities.

CHARACTER OF DUTIES:

Coordinate and assist in the management of the UOG-GovGuam Wellness Program. Coordinate and manage the UOG Student Wellness Program. Coordinate in the management of the UOG Adventure Sport Camps. Market and promote Adventure Sport Camps by multiple methods to include social media and physical methods. Support and assist in the supervision of Triton Fitness Room student employees. Support and assist in the supervision of Recreation student employees. Support and collect fees for the utilization of the Triton Fitness Room. Coordinate and implement the annual President’s Cup program, annual 5K Run/Walk, annual Charter Day Programs, and support the UOG Recreation Intramural Program. Schedule and support the schedule of Recreation classes (e.g., yoga, Zumba). Manage the Recreation “Walking” program. Manage UOG Recreation Website and Facebook Pages and other social media. Manage and work with Recreation Clubs. Develop and help manage Recreation Outdoor programs. Develop and help manage Healthy Seminar programs. Provide student services to include: Issuing recreation equipment, providing program information, providing Triton Fitness Center information. Market and promote Recreation to: UOG students, faculty, staff, and the public. Serve as resource support for and during special events for UOG Recreation, Athletic and the Field House. Set-up, break down and maintain UOG Arena equipment and facilities to run intramurals and open play for students and other events. Provide administrative assistance as needed to the Recreation Office. Develop and use posters, flyers, and other physical advertising methods to promote Recreation events and programs.

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,

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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 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

Recreational Sports Coordinator 06/3/19
Approved by Acting CHRO 06/3/19