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# ANNOUNCEMENT

July 5, 2019

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

Announcement No. 077-19

Position Title

**OUTREACH COMMUNITY WORKER**

Hourly Range:

UGPP/G-01 \$11.89 per hour – UGPP/G-07 \$14.86 per hour

Opening Date: July 17, 2019

Closing Date: Continuous Until Filled

Location:

College of Liberal Arts and Social Sciences/ISLA Center for the Arts

**MINIMUM QUALIFICATIONS:**

- Graduation from a recognized college or university with a Bachelor's degree, preferably in Social Work.
- Experience in planning, developing coordinating, or implementing community related programs or art projects.
- One-Year experience in administration and office support services.
- One-Year experience in social services; 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.

**PREFERRED QUALIFICATIONS:**

- Demonstrated experience in Gallery operations, planning, and the developing process;
- Exhibit design and installation;
- Fine Arts conservation;
- Non-profit or university fundraising;
- Survey data collection; and
- Working with diverse populations

**KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Knowledge and skills in exhibition design, installation, coordination, and record management and compilation. Must be able to work with Microsoft applications. Must have strong communication skills both orally and in writing to effectively work with the public and employees. Must have knowledge of office management practices and general administrative functions. Ability to supervise the work of work study students. Must have the knowledge of basic art expression and therapeutic techniques and using art for personal and community development. Ability to use art for social work and community development or art therapy like techniques.

**CHARACTER OF DUTIES:**

The Outreach Community Worker will: update financial ledgers for the Gallery Coordinator. Develop exhibition, project, or program reports (attendance, expenses, income, etc.). Manage the website. Develop and update the exhibition calendar on display. Conduct tours or participate in outreaches. Make timely deposits as needed. Assist in the preparation and planning of Art Exhibitions and Community and Student Projects. Manage publicity materials. Assist with the preparation and distribution of the Art-a-thon packets. Coordinate with participating school coordinators. Coordinate with community and university partners for planning projects and meeting. Preparation of financial documents including requisitions (e-purchase orders), direct payments, deposits, and receiving reports. Monitor funds, contributions, and expenditures of Gallery and community projects. Provide administrative support. Provide referrals for consumers to appropriate services for assistance. Create surveys and interpret the data collected from surveys and events. Work with university instructors and students with projects that align with art, expression, community development, social work, and

## OUTREACH COMMUNITY WORKER # 071-19

social issues and advocacy. Pursue activities that increase the health and well-being of the community and UOG's students, especially those in the dorms.

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., Transcripts, high school diploma or GED certification) accompany the application.

### **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 (e.g. 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 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:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Applicants may obtain from this office, or the HR website: <http://www.uog.edu/hro> (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office At 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 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 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

*Outreach Community Worker 07/05/19*  
*Approved by Acting CHRO 07/05/19*