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ANNOUNCEMENT

February 5, 2021

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. 034-21

Position Title

CEDDERS ASSISTIVE TECHNOLOGY CENTER ASSISTANT

Salary Range:

UGPP/I 1 \$13.75 – UGPP/I 7 \$17.18 Per Hour

Open Date:

February 5, 2021

Closing Date: Continuous Until Filled

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service
(Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- High School Diploma or GED or equivalent certification.
- One (1) year of full-time work experience in working with individuals with disabilities and Assistive Technology.

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 the use of computer software including Word, Excel, Publisher, PowerPoint, and Access. Knowledge of basic accounting. Knowledge of Assistive Technology (AT) devices and resources. Knowledge of specialized equipment that provide alternative formats for individuals with disabilities including Braille. Knowledge of multimedia equipment including projectors, computers, printers, and audio/visual equipment. Knowledge of standard business English, spelling, punctuation, and grammar. Knowledge of office practices and procedures. Knowledge in the use of a personal computer, photocopier and Fax Machine, and the use of a TTY Machine. Ability to demonstrate AT devices to visitors and students. Ability to manage and track short term loan program including equipment and catalogues and resources. Ability to coordinate the use all conference rooms. Ability to serve as liaison with University of Guam Americans with Disabilities Act Office to support students in higher education. Ability to use word processing equipment to format technical reports, manuals, correspondence, and other materials, which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement, and format. Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems. Ability to maintain records and prepare reports. Ability to work and communicate effectively with University of Guam CEDDERS staff and the public.

CHARACTER OF DUTIES:

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS) the CEDDERS Assistive Technology Center Assistant maintains the Guam system for Assistive Technology (GSAT) Center's visitor's log and assistive technology (AT) equipment loan book and track the status of loaned items. Demonstrates and instructs on the use of AT devices and equipment. Serves as the recorder of minutes for the GSAT Advisory Board. Schedules the usage of the GSAT Conference Rooms and maintains library of resources and catalogues. Maintains and updates the physical inventory of all GSAT devices, equipment and resources. Conducts research for consumers and visitors on AT devices and information. Supports the AT Board with preparation of documents in alternative formats including audio tapes, readers, Braille, and large print and in obtaining a sign language interpreter. Coordinates the posting of public meeting notices in the Pacific Daily News. Greet individuals visiting the GSAT Center and assists in demonstrations held at the Center, fairs, exhibits. Provide support to low interest loan programs by conducting initial review of applications. Provides personal assistant services to visitors requiring the assistance. Assists individuals with disabilities with on-site paratransit pick up. Expedites paperwork sent via USPS Express Mail, Fed Ex or other overnight mail service including grant reports, applications and materials sent to federal offices, contractors, collaborators and/or students. Assists during preparation for conferences, workshops, training sessions, and technical assistance activities as well during the actual event. Schedules travel and submits travel forms to Grant Budget Specialist. Works with Grant Assistant in compiling data and documents for grants applications and reports. Develops and implements procedures for expediting the flow of office work. Prepares Travel Authorization/Clearances, Purchase Orders, and other

#034-21 CEDDERS ASSISTIVE TECHNOLOGY CENTER ASSISTANT

University of Guam procurement forms. Communicates with contractors and facility rental representatives in preparation for UOG CEDDERS activities. Provides support to individuals with disabilities as needed. On occasion, when required by projects, the work setting will change to off-site locations, i.e. a government agency or other facility, which may include events held on evenings and weekends. Performs other related duties as required to support UOG CEDDERS.

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 (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.

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 the date 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 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. Applications may be obtained 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 call 735-2350/1.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://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, 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 Gumataotao (Feb 4, 2021 16:40 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer