

University of Guam Press Seeks Project Manager for Social Studies Textbook Development Project

The University of Guam Press (UOG Press) is seeking a highly qualified, full-time project manager for a 12-month employment contract to help develop and execute a comprehensive plan for the development and publishing of three social studies textbooks that will be used in Guam Department of Education elementary schools. This position will require organizing various levels of community involvement and gathering input from educators, scholars, historians, cultural advisors, parents, students, village mayors, public servants and other community workers. The program coordinator will also arrange for copy-editing, photography, illustration and graphic design and layout services. Additionally, the program coordinator will organize focus groups and professional development courses and training opportunities for teachers to assist in textbook development and for teachers to familiarize themselves with the textbooks before they are used in classrooms.

Minimum Knowledge, Abilities and Skills

- Knowledge of the principles and practices of modern public administration.
- Ability to apply bookkeeping principles and compilation of statistics.
- Ability to plan, develop, implement and coordinate federally or locally funded projects and programs.
- Ability to make work decisions in accordance with appropriate program and project guidelines.
- Ability to work effectively with the public and employees.
- Excellent written and oral communication skills.
- Superb writing and editing skills.
- Ability to maintain records and prepare reports.
- Ability to implement and adhere to deadlines.

Minimum Experience and Training

- At least three years experience in community organizing, and in planning, developing, coordinating and implementing successful programs or projects preferred.
- Graduation from a recognized college or university with a Bachelor's degree.
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

How to Apply:

Prepare a resume or curriculum vitae (CV) with a detailed cover letter including:

1. Full name
2. Email Address
3. Phone Number(s)
4. Specific examples of training, skills, and job experiences that illustrate the candidates qualifications for this particular project
5. Reasons for candidate's specific interest in publishing and/or textbook development
6. Relevant experience/background, including previous professional jobs

Email the resume/CV with cover letter to victorialola@triton.uog.edu by no later than **8 a.m. Monday, April 22, 2019**.

The University of Guam Press publishes an array of academic and literary books and journals with a specific focus on the unique history, environment, peoples, cultures, and languages of the islands that make up the Western Pacific region. UOG Press strives to increase the availability of exceptional scholarly and literary texts that can be used as learning resources about Guam and Micronesia for people and institutions in the region and throughout the world. For more information, please visit our website: www.uog.edu/uogpress.

