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ANNOUNCEMENT

November 14, 2022

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. 010-23</i>	
<i>Position Title</i>	
ENGLISH LANGUAGE INSTITUTE (ELI) INSTRUCTOR	
<i>Salary:</i> \$46,065.00 Per Annum	<i>Opening Date:</i> November 14, 2022 <i>Closing Date:</i> November 29, 2022
Office of the President/Global Learning & Engagement	

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in English as a Second Language (ESL), or Teaching English to Speakers of Other Languages (TESOL) applied linguistics with Teaching English as a Second Language (TESL) emphasis, or other appropriate related degree or certification from the Guam Department of Education (GDOE) or an accredited college or university.

PREFERRED QUALIFICATIONS:

- Master’s degree in Linguistics with TESL emphasis.

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.

NATURE OF WORK:

The English Language Institute (ELI) is committed to quality education and the development of language skills and cultural understanding among its students. The ELI also accepts and affirms its students’ different academic, cultural, and social values. We encourage students to recognize and develop additional values, skills, and strategies, which will help them to work effectively and successfully in English. The instructors at ELI have extensive teaching experience and training in Teaching English as a Second Language. In addition, teachers have international teaching and work experience. Students at the ELI are placed into levels of proficiency after extensive placement testing. After the end of each semester, students are again tested. Students who have successfully mastered a level of English will continue to a higher level.

DUTIES AND RESPONSIBILITIES:

The position administered under the Office of the President, Global Learning & Engagement requires the employee to perform the following duties: teach non-native English students basic communications skills using a variety of teaching techniques within a single classroom; develop innovative course materials and methods with associated syllabi and handouts; follow university and institutional regulations; evaluate students to assess their progress in achieving course objectives and inform them in a timely manner of their progress; teach courses in a flexible schedule of times and locations as needed; and maintain professional relationships with other instructors and students of the larger UOG community. Teach ESL courses to non-native speakers, including writing, reading, listening, and speaking. Teach scheduled classes, including evenings and/or Saturday courses, as assigned. Maintain formal office hours and work in an ESL laboratory when necessary. Serve, when necessary, on college committees to maintain and improve the instructional program. Maintain required students’ attendance and scholastic records; submit grades in a timely manner and institute deadline. Participate in curriculum development, evaluation of courses, course material, instructional methods, outcomes assessment, and recruitment and retention initiatives. The successful candidate must demonstrate experience teaching English as a Second Language at the college level in a multi-cultural environment. Experience in ESL program coordination and curriculum development and experience with language laboratory software, media and application is also desired. Evidence of sensitivity to and understanding of the diverse academic, socio-economic, cultural, and disability, and ethnic backgrounds of the target population is required.

#010-23 ENGLISH LANGUAGE INSTITUTE (ELI) INSTRUCTOR

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.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 (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:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 671-735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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JOSEPH B. GUMATAOTAO
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