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# ANNOUNCEMENT

November 29, 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):**

*Announcement No. 013-23*

**Position Title**  
**COMMUNICATIONS AND OUTREACH COORDINATOR**

<b><u>Salary Range:</u></b> UGPP/M-1 \$40,762.00 – UGPP/M-9 \$54,538.00 Per Annum	<b><u>Opening Date:</u></b> November 29, 2022 <b><u>Closing Date:</u></b> December 13, 2022
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College of Liberal Arts and Social Sciences/Dean's Office

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Communications or related field from a U.S. accredited college or university; and
- Minimum of one (1) year experience in creating digital and print media content and communications materials; and
- Minimum of one (1) year experience in working with diverse student populations and communities; and/or
- Any equivalent combination of experience and training which provides the minimum knowledge, skills, and/or abilities.

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

Knowledge of media production, communication and dissemination methods and standards. Ability to manage and promote activities, programs, and projects. Ability to collect and analyze data and prepare reports. Ability to plan, develop, implement, and coordinate local projects and programs. Ability to interpret and apply program policies, rules, and regulations and make work decisions in accordance with these guidelines. Must be able to work effectively with diverse populations on campus and in the community. Must be able to maintain records and prepare reports.

**CHARACTER OF DUTIES:**

The Communications and Outreach Coordinator will coordinate social media and other public relations, as well as community outreach for the College of Liberal Arts and Social Sciences to grow the College's service activities in the community and expand student recruitment potential. The coordinator will create media content such as press releases, flyers, brochures, banners, and social media posts; and communicate with the University Marketing & Communications (UMC) team and local media on all College events and activities. Maintain the College's website; assist faculty with updating content for program webpages; and manage public relations for the College within the University. Plan and coordinate community outreach and service activities; maintain a database of community organizations, employers, and alumni; and assist programs within the College with coordinating internship or other service opportunities for students. Coordinate and assess the College's co-curricular activities; coordinate and assist with assessment program-level co-curricular activities; assist programs with reporting data for co-curricular assessment in Nuventive database; and learn Nuventive software to provide guidance to program faculty who may not be familiar with the program. Plan and coordinate college recruitment events and activities and in collaboration with programs and student organizations and serve as the College liaison to the student organizations. Develop budget proposals for college events; manage budget allotted for these various activities; assess and obtain pricing for venue or other logistical needs; initiate the process with procurement, business office; and coordinate logistics for a successful operation. Performs other related duties as required to support the College of Liberal Arts and Social Sciences. The coordinator will organize events and activities and assist with co-curricular assessment; organize and promote college events and activities; promote the College internally and externally; organize outreach, internships, and service activities; facilitate internship and service opportunities for students; and organize college activities and recruit students.

## #013-23 COMMUNICATIONS & OUTREACH COORDINATOR

### **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).

  
Joseph Gumataotao (Nov 29, 2022 12:07 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Communications.and.Outreach.Coordinator.11/29/22*  
*Approved by CHRO 11/29/22*