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ANNOUNCEMENT

January 4, 2023

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. 026-23

Position Title

ADMINISTRATIVE SUPERVISOR

Salary Range:

UGPP/L 1 \$37,100.00 – UGPP/L 7 \$46,375.00 Per Annum

Opening Date:

January 4, 2023

Closing Date:

January 18, 2023

Location:

Office of the President/Global Learning & Engagement

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a U.S. accredited college or university;
- Minimum of six (6) months experience in supervisory administrative work;
- Minimum of two (2) years experience in administrative work and program support.

PREFERRED QUALIFICATIONS:

- Minimum of one (1) year experience in administrative, program, and project support.
- Experience using the administrative system, Datatel Colleague.
- Experience using digital proposal submission platform, Cayuse.

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 general administrative processes and office management practices.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director, the Administrative Supervisor will: manage the administrative services function of the Global Learning and Engagement office, including preparation of budget reports, correspondence, funds management and procurement; supervises administrative and support staff of the Global Learning & Engagement office; complete grant applications and other budgetary documents; confers with the Director and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines; coordinate administrative support of projects of the Global Learning and Engagement office that may require contracts, memorandum of agreements, and other documents; Verify and analyze the flow of work within the Global Learning and Engagement office, including improvement of administrative management practices; manage course registrations and grades.

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 <https://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 (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

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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:

All applicants must submit an online job application through the UOG's online employment portal system at <https://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 (Jan 4, 2023 12:08 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Administrative.Supervisor.01/04/23
Approved by CHRO 01/04/23