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ANNOUNCEMENT

February 12, 2021

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. 027-21

Position Title
SENIOR STUDENT ACADEMIC COUNSELING SPECIALIST

<u>Salary Range:</u> UGPP/M-01 \$45,014.00 – UGPP/M-18 \$79,338.00 Per Annum	<u>Opening Date:</u> February 12, 2021 <u>Closing Date:</u> February 26, 2021
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Location:
Enrollment Management and Student Success/Student Counseling Services

MINIMUM QUALIFICATIONS:

- Three (3) years of experience in planning, developing, coordinating, or implementing programs or projects and graduation from a recognized college or university with a Master’s degree.

PREFERRED QUALIFICATION:

Counseling experience in a multi-cultural setting, student advisement, experience with community engagement and teaching and license eligible.

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 Senior Student Academic Counseling Specialist reports to the Dean, Enrollment Management and Student Success (EMSS) and facilitates the student’s personnel and academic growth and development by assisting them to integrate educational and career-life goals and improve their ability at problem-solving, decision-making, interpersonal skills, self-management, and self-expression. Additionally, the Senior Student Academic Counseling Specialist assists students remove barriers that impede academic progress; facilitate such activities and examine personal, education, and social values; establish and work towards realistic career goals; and identify appropriate resources to meet individual needs. In addition, the position will also serve as the University Admissions Recruiter that supports the enrollment efforts of University by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the university at onsite locations such as high schools and community colleges. This is professional work in college admissions requiring considerable contact with prospective or newly admitted students. The Admissions Recruiter/Advisor is a complex position that should maintain extension knowledge of university admission requirements, policies and procedures in order to interpret those regarding admissions. Incumbents must be able to implement a comprehensive recruitment strategy within a specific region or specific population of students and advise students on enrollment requirements.

DUTIES AND RESPONSIBILITIES: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Student Academic Advisement and Counseling:

- Work collaborative with other Student Counseling Service employees and provide academic counseling for undeclared students, career, personal and social counseling, and advisement;
- Develop lessons and teach FY101 First Year Seminar and other related topics toward student success;
- Assist students with disabilities with accommodation needs;
- Assist with the preparation of the annual assessment reports.

Admissions Recruiter:

- Communicates with prospective students, parents and community through appointment, telephone, email and other materials.

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- Visit middle schools, and community colleges, speaks to groups and individual students, and meets with School counselors and administrators to promote recruitment outreach activities.
- Manages and coordinates community workshops, retreats, and recruitment efforts; arranges visits and tours for prospective students and parents.
- Serves independently as the point person for internal coordination of university student recruitment and enrollment management goals utilizing specific knowledge gained of admissions, registration criteria and financial aid and/or scholarship information and deadlines.
- Assist with development of enrollment marketing publications and communications including letters, brochures website postings, electronic mail and other mediums.
- Provides career and academic counseling, planning, and advising to potential students utilizing specific knowledge gained of the university colleges, educational programs and degrees.
- Serves independently as the recruiter to develop and maintain partnerships between the university and local school systems throughout the island and the region.
- Coordinates university participation of staff and alumni for national and local college recruitment fairs; coordinates educational programs and degrees.
- Organizes and implement all aspects of large, multi-departmental special events utilizing presentation and promotional materials, maintaining budgetary and operational controls, coordination skills with multiple entities and representing the university at local events.
- Promotes and represents the university at public relations events, promotional opportunities, marketing campaigns, business and committee meetings, and press and publicity functions.
- Trains and assists student recruiters in the process of advising students and families concerning admission requirements, financial aid and scholarships, alternative educational opportunities, and university policies and procedures.
- Prepares reports and proposals, and responds to inquiries from students and agencies.
- Participates in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations, as appropriate to the unit.
- Creates, packages, monitors and distributes resource materials for student recruitment and retention programs; program evaluation.
- Coordinates new student orientation staff in planning, orientation and advising, both on and off campus.
- Coordinates Campus Tours and works with University Deans and Colleges.
- Performs miscellaneous job-related duties as assigned.

EDUCATION:

Applicants claiming degree or credit hours are required to provide 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 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 <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

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UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://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 Acting 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 (Feb 9, 2021 16:56 GMT+10)

JOSEPH B. GUMATAOTO
Acting Chief Human Resources Officer

Senior Student Academic Counseling Specialist, 02/12/21
Approved by CHRO 02/12/21

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Final Audit Report

2021-02-09

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