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ANNOUNCEMENT

March 15, 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):

<i>Announcement No. 029-23</i>	
<u>Position Title</u> TRIO ETS Advisor	
<u>Salary Range:</u> UGPP/J-01 \$31,076.00 – UGPP/J-07 \$38,845.00 Per Annum	<u>Opening Date:</u> March 15, 2023 <u>Closing Date:</u> March 29, 2023
<u>Location:</u> Enrollment Management and Student Success (EMSS)/TRIO Programs/Educational Talent Search	

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree from a U.S. accredited institution or foreign equivalent.
- Minimum of two (2) years of work experience with TRIO programs, academic support programs, or similar programs for low-income and/or first-generation youth.

PREFERRED QUALIFICATIONS:

- Professional or personal experience overcoming barriers like those of the targeted population.
- Knowledge or experience working in a secondary or higher education setting or related.
- Formal training and/or work experience in programming that improves secondary school retention/graduation rates.
- Experience preparing high school students for admission and financial aid to post-secondary schools.
- TRIO experience.

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid driver’s license and own transportation.

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, ABILITIES, AND/OR SKILLS:

Knowledge of principles, practices, and techniques in student academic advisement services in both secondary and higher education. Knowledge or experience in GDOE high school requirements. Ability to compile and manage data. Ability to interpret and present information and ideas clearly and accurately in writing, orally, and by preparing reports and other materials. Ability to establish and maintain effective working relationships with internal and external organizations, groups, members, and individuals. Demonstrates the ability to develop supportive interactions with students in one-on-one and group setting. Strong interpersonal skills and communication techniques.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Director, Educational Talent Search, the ETS Advisor will plan, organize, and coordinates in a school and/or online activities, workshops, and other program events as described in the ETS project grant proposal. Conduct informative and motivational workshops to middle and high schools, and to potentially recruit participants to participate in the TRIO programs. Provide tutorial services and other related academic support services to program participants. Provide career and academic advisement to participants. Provide accessible information to help participants apply for college, financial aid, financial literacy and other pertinent topics. Accurately maintain and update files and records on database documenting and detailing service provided, student progress and outcomes. Assist in the planning, implementation, and coordinating TRIO program activities, including student recruitment, academic services, workshops, and field trips. Perform other duties assigned by the Director, Educational Talent Search.

#029-23 PROJECT COORDINATOR

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.

UNIVERSITY INFORMATION:

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



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

TRIO.ETS.Advisor.03/15/23
Approved by CHRO 03/15/23