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ANNOUNCEMENT

February 1, 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. 035-22

Position Title

PROGRAM & OUTREACH COORDINATOR

Salary Range:

UGPP/M 1 \$40,762.00 – UGPP/M 7 \$50,953.00 Per Annum

Opening Date:

February 1, 2022

Closing Date:

February 14, 2022

Location:

Academic & Student Affairs/Academic Excellence, Graduate Studies and Online Learning

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a U.S. accredited college or university;
- Minimum of one (1) year experience in planning, developing, coordinating, and implementing programs or projects; and/or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

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 the principles and practices of public administration. Ability to interpret and apply program policies, rules, and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement, and coordinate local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Must be able to work effectively with the public and employees. Must be able to communicate effectively, orally and in writing. Must be able to maintain records and prepare reports.

CHARACTER OF DUTIES:

The Program & Outreach Coordinator will assist and provide administrative support to the Vice Provost in coordinating and carrying out graduate academic and related initiatives in the Academic Excellence, Graduate Studies and Online Learning Office. Assists with planning, developing, and coordinating training for faculty, graduate studies events, and Online Teaching Research (OTR) training, sets up meetings, and communicates and collaborates with all UOG faculty and colleges for planning and event execution; sends fliers to campus and community-wide to promote events. Handles graduate student advisement, graduate recruitment, Thesis/Special Project/Capstone submission processes and general support to Graduate Council; involved in coordinating thesis submission, graduate faculty status, progression to degree reports, advising graduate students after they have been admitted to their respective graduate programs; maintains records on file. Assists with updating graduate bulletin. Assists and coordinates for Annual Program and Learning Outcome Assessments; coordinates and manages the program assessment and learning outcome in Trac Dat database; assists program with inputting data and communicating with all colleges and programs to ensure that they meet deadlines for WASC Accreditation. Learn Trac Dat software to provide guidance to the colleges and faculty who may not be familiar with the program. Assists with planning and coordinating recruitment events and activities in collaboration with academic units. Assesses and obtains pricing for venue or other logistical needs, initiates the process with procurement and business office, and coordinates logistics for a successful operation. Develops budget proposal for events and trainings under the Vice Provost; manages budget allotted for these various activities. Inputs curriculum documents for Academic Excellence and maintains log for documentation purposes. Performs other related duties as required to support the Vice Provost in Academic Excellence, Graduate Studies and Online Learning Office.

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>.

#035-22 PROGRAM & OUTREACH COORDINATOR

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 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.

COVID-19 VACCINATION REQUIREMENT:

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.

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/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 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 1, 2022 14:08 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Program.&Outreach.Coordinator.02.01.22
Approved by ACHRO 02.01.22