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# ANNOUNCEMENT

February 10, 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. 038-22*

***Position Title***  
**CEDDERS PROJECT COORDINATOR**

**Salary Range:**

UGPP/L-1 \$37,100.00 – UGPP/L-18 \$65,389.00 Per Annum

**Opening Date:**

February 10, 2022

**Closing Date:**

February 23, 2022

**Location:**

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service  
(Guam CEDDERS)

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in an area related to the funding source, from a U.S. accredited institution or foreign equivalent; and
- Five (5) years of experience with assistive technology devices used by individuals with disabilities and their families.

**NECESSARY SPECIAL QUALIFICATION:**

- Possession of a valid driver's license.

**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.

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

Knowledge of basic Microsoft Office applications. Some knowledge of the University of Guam procurement process. Knowledge of resources, strategies, networks, organizations, and unique services for individuals with disabilities and their families including career, vocational, and transition support, and including possible funding agencies and financial sources for secondary-aged students. Demonstrates working knowledge of current legislation, regulations, policies, and ethical issues related to assistive technology. Understands the identification and eligibility process for assistive technology services. Ability to write, perform computer design work, perform research, think critically, perform basic construction work, and lift 35 pounds. Ability to deal/consult effectively and appropriately with clients and professionals regarding assistive technology concerns and/or inquiries. Customer service focused, and provides exemplary customer service, as appropriate.

**DUTIES AND RESPONSIBILITIES:**

Assists in developing the work scope for the activities to be performed under initiative areas, monitoring the status of activities, and providing recommendations for future activities. Assists Associate Director in developing products to support future activities, as well as products that are a result of research under initiative areas. Assists in the implementation of project goals and objectives. Coordinates and assists training sessions and workshops as required by grants and contracts. Assists in planning, developing, implementing, and reviewing federally funded projects/programs, contracts and grants associated with initiative areas. Assists in facilitating expenditures and forwarding requests for obligations of assigned grants and contracts. Develops brochures, pamphlets, posters, radio ads, directories, and other products for final review and approval. Ensures that project planning and implementation support the UOG CEDDERS and UOG mission. Prepares and submits monthly and quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Maintains and expands the assistive technology device loan library and updates the National Assistive Technology Database. Engages in professional development to stay current on research-based assistive technology strategies and services and seeks additional resources and assistance as needed to meet the individualized needs of clients. Understands the importance of serving as a role model and advocate for all individuals with disabilities and their families. Understands rights to privacy, demonstrates confidentiality, and respect for differences among all persons. Collaboratively works with community agencies and professionals. The work setting may change to off-site locations, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

## #038-22 CEDDERS PROJECT 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 (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 9, 2022 16:44 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*CEDDERS.Project.Coordinator.02/10/22*  
*Approved by ACHRO 02/10/22*