



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

# ANNOUNCEMENT

March 28, 2024

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING REGULAR APPOINTMENT, FULL-TIME POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):**

*Announcement No. 055-24*

*Position Title*  
**ASSISTANT DIRECTOR, COMMUNICATIONS**

*Salary Range:*  
UGPP/O-01 \$60,875.00 – UGPP/O-09 \$80,999.00 Per Annum

*Opening Date:* March 28, 2024  
*Closing Date:* April 10, 2024

*Location:*  
Office of the President/University Marketing & Communications

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in English, Journalism, Communications, Marketing, or a related field.
- Five (5) years of relevant experience in a communication, editorial, or marketing role.
- Two (2) years of experience in a management role.
- Experience working with local news media.
- Experience working as part of a creative production team.
- Proficiency in AP Style.

**PREFERRED QUALIFICATIONS:**

- Master’s degree in English, Journalism, Communications, Marketing, or a related field.
- Ten (10) years of relevant experience in a communication, editorial, or marketing role.
- Five (5) years of supervisory and managerial experience.
- Experience working with national and international news media.
- Experience working with website content management systems such as OUCampus.
- Experience working in higher education.

**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 Assistant Director of Communications serves as a deputy public affairs officer for the University of Guam and as the “managing editor” for all editorial content including press releases and public information products. This individual develops and implements comprehensive public relations, and marketing communications strategies and programs, champions the University of Guam brand, maintains awareness of current events, and demonstrates the ability to cultivate and develop engaging storylines about the University. Working directly with marketing, web, and production staff, this individual writes and edits press releases, advertising copy, and web content, and collaborates on all marketing communications and promotions activities. The Assistant Director of Communications may supervise communication specialists, content specialists, freelance writers, and interns. This position reports to the Chief Marketing & Communications Officer.

**CHARACTER OF DUTIES:**

Serves as the “managing editor” for the University overseeing the editing of internal and external communications, major publications, marketing collateral, and marketing communications campaigns. Serves as deputy public affairs officer for the University and responds to crisis communication needs in collaboration with the Chief Marketing & Communications Officer and UOG administration. Oversees communication and content specialists, freelance writers, and writing interns. Distributes news releases working with local, national, and international news media, and maintains and monitors newswire

## #055-24 ASSISTANT DIRECTOR, COMMUNICATIONS

and news listening tools to analyze news coverage. Manages the University's newsroom and edits articles, press releases, and other content produced by communication personnel across campus. Develops and implements internal communication strategies to engage the University Community. Writes, researches, and develops editorial and digital content including news releases, featured stories, video and audio scripts, and social media posts to engage internal and external audiences. Enhances the University's reputation and builds the institutional brand by developing storylines and reporting on events that focus on the University's academics, research, and community engagement. Reviews and edits web content on the University's institutional websites. Manages electronic newsletters. Maintains and updates official University Editorial Style Guide. Performs other duties and special projects as assigned.

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

Excellent written and verbal communication skills. Excellent editing and proofreading skills with a high attention to detail. Demonstrated experience in the creation and management of content calendars. Demonstrated experience in writing styles including copywriting, blogging, press releases, editorial content, and digital content. Excellent promotional and editorial writing skills for general audiences, using preferred writing styles for news, print, web, and social media. Motivated self-starter and proven team player with a track record for producing high quality content. Exceptional organizational skills and the ability to work under deadlines with a high output production. Ability to deliver presentations to individuals and groups, and to influence others toward a stated objective.

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to have 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 (e.g. 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 No. 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 671-735-2350.

### **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 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).

  
Elaine Faculo-Gogue (Mar 28, 2024 10:45 GMT+10)

**ELAINE M. FACULO-GOGUE**  
Acting Chief Human Resources Officer

Assistant Director Communications.03/28/24  
Approved by ACHRO 03/28/24