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ANNOUNCEMENT

April 17, 2020

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. 056-20

Position Title
GRANT BUDGET SPECIALIST III

<u>Salary Range:</u> J-01 \$31,076.00 – J-10 \$42,661.00 Per Annum	<u>Opening Date:</u> April 17, 2020 <u>Closing Date:</u> May 01, 2020
<u>Location:</u> Office of Research and Sponsored Programs/Guam Cancer Trust Fund	

MINIMUM QUALIFICATION:

- High school diploma or equivalent.
- Two (2) years' experience as a Grant Budget Specialist II or related work experience; or any equivalent combination or experience and training which provides the minimum knowledge, abilities and 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.

CHARACTER OF DUTIES:

Under the direct supervision of the Director, Contracts and Grants and overseen by the Vice Provost, Research and Sponsored Programs (RSP)/Chair of the Guam Cancer Trust Fund (GCTF), the Grant Budget Specialist III is responsible for the GCTF account and bookkeeping records. Duties include preparing journal vouchers to effect adjustments on the general ledgers, post to general ledgers, reconciles records against the general ledgers or controlling accounts; reviews invoices for completeness, assist in preparing contracts, purchase orders, travel, direct payments and petty cash in accordance with established rules, regulations, and policies. The Grant Budget Specialist III will prepare financial statements and fund status reports that will be posted on the GCTF website and other documents needed to fulfill the mission of the GCTF. The Grant Budget Specialist III will assist in the supervision of College Work Study (CWS) staff. The Grant Budget Specialist III will assist in preparing documents for the Director, Contracts and Grants and Vice Provost, Research and Sponsored Programs (RSP)/Chair of the Guam Cancer Trust Fund (GCTF) approval and signature. The Grant Budget Specialist III will attend regular staff and council meetings as scheduled; and perform other duties as assigned.

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.

GRANT BUDGET SPECIALIST III # 056-20

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:

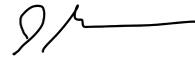
All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

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 Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

*Grant Budget Specialist III.04/17/20
Approved by Acting CHRO 04/17/20*