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ANNOUNCEMENT

July 12, 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):

Announcement No. 078-23

Position Title
ASSOCIATE NETWORK DIRECTOR

<u>Salary Range:</u> UGPP/M-01 \$40,762.00 – UGPP/M-18 \$71,844.00 Per Annum	<u>Opening Date:</u> July 12, 2023 <u>Closing Date:</u> July 31, 2023
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School of Business and Public Administration (SBPA)/Pacific Island Small Business Development Center Network (PISBDCN)/Guam Small Business Development Center (SBDC)

GENERAL DESCRIPTION:

- The Pacific Islands Small Business Development Center Network (PISBDCN) is headquartered at the University of Guam (UOG) Campus in Mangilao. The Associate Network Director reports to the Director of the PISBDCN and, during the period of on-site assignments, to this designee.

MINIMUM QUALIFICATIONS:

- Graduate from an accredited College or University with a Master’s degree in Business Administration (MBA) or Master’s degree in a business-related field; and at least three (3) years administrative/management experience in a business, corporation or agency dealing with the business community; or two (2) years direct experience in Small Business Development Center (SBDC) or similar small business assistance program; **or**
- Graduate from an accredited College or University with a Bachelor’s Degree in Business Administration or associated discipline such as accounting, finance, economics, marketing, or sales; and five (5) years’ experience of administrative/management experience in business, corporations, or agency dealing with the business community; or three (3) years’ experience in a SBDC or similar small business assistance program; **and**
- Proficient in the use of computer hardware and standard business software programs, specifically Microsoft Office (Word, Excel, and Databases).

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid Driver’s license.

PREFERRED QUALIFICATIONS:

- Experience as a SBDC Director and/or Advisor.
- Current or past certification as an SBDC Small Business Advisor.
- Familiarity with Small Business Administration (SBA), SBDC and ASBDC reporting requirements.
- Demonstrated experience in grant writing and/or grant administration.
- Experience with online database reporting (i.e., Neoserra-client activity tracking system).
- Demonstrated experience in business consulting and able to apply business management principles, practices, and techniques.

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:

Must have effective communication skills and the ability to work with people. Exceptional communication (verbal and written), analytical, and interpersonal skills are absolutely required. Demonstrated leadership through which a proven track record in meeting targets, maintaining fiduciary auditable processes, and reinforcing sensitivity to a multi-layered group of

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community constituencies are mandatory. Must be able to support the PISBDCN with its vision to serve its multi-cultural, diverse community and commitments to economic development and growth. Ability to organize and manage multiple tasks to meet deadlines. Working knowledge of state/federal laws, rules and regulations impacting the governance and operations of SBDC. Expertise in professionally developing training and also assessing proposed training projects; Expertise in marketing/communications/public speaking; Ability to create an infrastructure of Budget and financial processes with timely reporting; Track record in grant writing; Expert in practicing teaming skills both internally and externally; works well as a member of a team; Possesses problem solving and decision-making abilities; Works well without close supervision; Utilizes good management techniques; Follows through to completion of assigned tasks; Demonstrated proficiency in word processing, excel spreadsheet, and databases.

CHARACTER OF DUTIES include, but not limited to the following:

Under the direct supervision of the Network Director, the Associate Network Director shall provide support in the coordination of the internal operations of the Pacific Islands Small Business Development Center Network (PISBDCN) and its membered Service Centers located in the Federated States of Micronesia (Yap, Kosrae, & Chuuk), Republic of Palau, Republic of Marshall Islands, and the Commonwealth of the Northern Mariana Islands. The Associate Network Director will be expected to perform effectively under pressure of deadlines and other administrative demands. The successful candidate will assist in managing the Small Business Development Center Program, assess, determine, and design timelines, programs and services that meet the requirements of the US Small Business Administration (SBA) and the PISBDC Network. Assists in recruiting, training, and supervising full and part-time staff to support administrative, counseling and training operations in the defined SBDC service area. Assist in the continued development, implementation, and updating of the organization's strategic plan. Ensure that organizational goals and objectives are accomplished in a timely and thorough manner. Develop, monitor, and report annual budgets and performance milestones established in conjunction with PISBDN and calendar year funding schedules. Assist in maintaining an efficient and effective operation of SBDC office, including management of personnel, budget, and other resources. Ensures that administrative policies are followed, that programs are innovative and responsive, and that top quality services are delivered. Assist in overseeing, analyzing, and auditing SBDC activities via Neoserra in a timely, accurate, and comprehensive manner. Maintains adequate client files as per SBA and SBDC guidelines. Maintain records, coordinate, and participate in the PISBDCN annual site visits, quarterly professional development trainings and annual PISBDCN Advisory Board Meeting. Manages the day-to-day budgets for the Guam SBDC program. Presents SBDC information to local chambers, banks, and business organizations to generate awareness of and referrals for counseling/training programs. Provides oversight of the quarterly reimbursement reports of the SBDC Service Centers, as appropriate, consistent with the policies of and in compliance with PISBDCN Service Center and other funding agency agreements. Work independently and as a team member. Is self-motivated and goal oriented with the ability to work on multiple tasks at one time and meet deadlines. Participate in professional development opportunities that increase knowledge and skills useful in this position. Prepare and make presentations about the PISBDCN/Guam SBDC Program. Perform other duties as assigned by the PISBDC Network Director.

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 (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.

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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 <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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


[Joseph Gumataotao \(Jul 10, 2023 15:49 GMT+10\)](#)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Associate Network Director.07/12/23
Approved by CHRO 07/12/23