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# ANNOUNCEMENT

July 19, 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. 081-23**

## Position Title

### **GCR ARCHAEOLOGICAL CURATION SPECIALIST**

#### Salary Range:

UGPP/K-01 \$33,911.00 – UGPP/K-11 \$48,030.00 Per Annum

#### Opening Date:

July 19, 2023

#### Closing Date:

Continuous Until Filled

#### Location:

Academic and Student Affairs/University Libraries/Richard F. Taitano-Micronesia Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

#### JOB DESCRIPTION:

The Archaeological Curation Specialist works independently and as a team member to assist in the preservation maintenance of the Guam Cultural Repository's archaeological collection through routine curation tasks while maintaining records and documentation. Works effectively with the public and GCR employees in carrying out the mission of the Guam Cultural Repository collections and, among other goals, stabilize artifacts for their long-term preservation, study and impart the significance of the repository's archaeological collections, and make the artifacts accessible to researchers and the public for the good of the community.

#### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Anthropology, Archaeology, or a closely related field; **and**
- Experience in working with archaeological material collections within an archaeological laboratory or museum repository; **or**
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### NECESSARY SPECIAL QUALIFICATION:

• Physical abilities must include stooping, bending, kneeling, standing for prolonged periods, and lifting and carrying objects, such as boxes that may weigh up to 50 pounds, climbing caster-equipped ladders and using electric lifts; maneuvering on catwalks; moving heavy carts of artifacts, some of which are oversized; and handling boxes of artifacts stored up to 12 feet above the floor.

#### PREFERRED QUALIFICATIONS:

- Participation in a university-based archaeological field school.

#### 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 archaeological processing techniques, such as inventorying and appropriately handling of artifacts. Basic knowledge of the prehistory/history of Guam and the Micronesia region. Ability to work effectively with the public and employees. Ability to work independently or as part of a team. Ability to maintain records and prepare reports. Ability to plan, develop, implement, and coordinate federally funded or local projects and programs.

#### CHARACTER OF DUTIES:

Under the direct supervision of the GCR Curator of Archaeological Collections or GCR Museum Specialist and Records Manager, the GCR Archaeological Curation Specialist will work with or around ancestral and historic artifacts and other items of a sensitive nature. Assist in preservation maintenance of the archaeological collection; assist in routine curation tasks, while maintaining records and documentation pertaining to archaeological materials at the GCR; assists in the processing of incoming collections; unpacks, sorts, and cleans archaeological materials in preparation for further curation

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procedures; creates inventories and prepares objects for curation using archival curation materials; enters information into the database management system of the archaeological collections; assists in the preparation of reports related to the GCR's archaeological collections; works with the GCR personnel in conducting periodic inventory and assessments of the physical collections; alerts supervisors to observable changes in the physical state of archaeological materials or building space; assist in helping manage the research room; routinely cleans objects and identifies objects that are damaged and may be in need of preservation treatment, including washing, treating and carefully handling of artifacts and oversized objects; and supports the implementation of the GCR Integrated Pest Management Plan; assists and works with the other divisions of GCR as needed in meeting the overarching mission of GCR; and perform other duties as assigned.

### **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 <https://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.

### **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 <https://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 <https://www.uog.edu/safety-security/>.

### **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).

  
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Joseph Gumataotao (Jul 17, 2023 16:48 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*GCR Archaeological Curation Specialist.07/19/23*  
*Approved by CHRO 07/19/23*