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ANNOUNCEMENT

May 09, 2024

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME, FEDERALLY FUNDED POSOTION (SUBJECT TO THE AVAILABILITY OF FUNDS):

<i>Position Title</i>		<i>Announcement No. 082-24</i>
UPWARD BOUND ADVISOR		
<i>Salary Range:</i> UGPP/F-01 \$28,269.00 – UGPP/F-10 \$38,807.00 Per Annum	<i>Opening Date:</i> May 09, 2024	<i>Closing Date:</i> May 22, 2024
<i>Location:</i> Enrollment Management and Student Success (EMSS)/TRIO Programs/Upward Bound (UB) SUMMER 2024		

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree from a U.S. accredited institution or foreign equivalent.
- Minimum of two years of work experience with TRIO Programs, academic support programs, or similar programs for low-income, first-generation youth.

PREFERRED QUALIFICATIONS:

- Professional or personal experience overcoming barriers like those of the targeted population.
- Knowledge or experience working in a secondary or higher education setting or related.
- Formal training and/or work experience in programming that improves secondary school retention/graduation rates.
- Experience preparing high school students for admission and financial aid to post-secondary schools.
- TRIO experience.

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid driver’s license and own transportation.

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 be able to meet the program’s set activity schedule to include the summer program, various activity site(s), and Saturday activities. Must have the knowledge, ability, and interest to work with low income youth in need of academic assistance and college preparation.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the TRIO Program Director of Upward Bound, the Upward Bound Advisor assist in preparing, implementing, and coordinating program activities, including student recruitment, academic services, workshops, and field trips at the TRIO/Upward Bound Office, program activity sites, and the University as per the program schedules. These include tutorial services and other related academic support services to project participants, submitting activity reports and other requested documents, and meeting with participants’ parent/legal guardians if necessary. The Upward Bound Advisor also helps supervise project projects participants during program activities on and off the university campus. The Upward Bound Advisor also serves as role models/mentors for participants and assists in building the skills required to success in college. In addition, they perform other duties assigned by the TRIO Program Director.

#082-24 UPWARD BOUND ADVISOR

EDUCATION:

Applicants claiming degree or credit hours are required to provide 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 (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 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 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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

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 Acting 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 (May 9, 2024 15:34 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Upward Bound Advisor: 05/09/24
Approved by CHRO 05/09/24