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# ANNOUNCEMENT

September 17, 2020

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

<b><u>Position Title</u></b>		<b>Announcement No. 091-20</b>
<b>TEXTBOOK PROJECT MANAGER</b>		
<b><u>Salary Range:</u></b>		<b><u>Opening Date:</u></b> September 17, 2020
M-01 \$40,762.00 - M-07 \$50,953.00 Per Annum		<b><u>Closing Date:</u></b> September 30, 2020
M-01 \$40,762.00 - M-18 \$71,844.00 Per Annum		

**MINIMUM QUALIFICATIONS:**

- a) One (1) year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college of university with a Bachelor’s degree; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**PREFERRED QUALIFICATIONS:**

Three (3) years of experience in planning, developing, coordinating and implementing programs or projects.

**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 SKILLS:**

Knowledge of the principles and practices of modern public administration. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. Ability to work decisions in accordance with appropriate programs and projects guidelines. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Ability to implement and adhere to deadlines. Excellent writing and oral communications skills. Superb writing and editing skills.

**CHARACTER OF DUTIES:**

The Textbook Project Manager will report to the Managing Editor. The Textbook Project Manager will develop and execute a comprehensive plan for the development and publishing of six social studies textbooks that will be used in Guam Department of Education elementary schools. The Textbook Project Manager will also arrange for copy-editing, photography, illustration and graphic design and layout services. Additionally, the Textbook Project Manager will organize focus groups and professional development courses and training opportunities for teachers to assist in textbook development and for teachers to familiarize themselves with the textbooks before they are used in classrooms.

**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.

## TEXTBOOK PROJECT MANAGER #091-20

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 Gumataotao (Sep 17, 2020 15:48 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Textbook.Project.Manager.09/17/20*  
*Approved by Acting CHRO 09/17/20*