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# ANNOUNCEMENT

August 05, 2022

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

<i>Announcement No. 107-22</i>	
<b><u>Position Title</u></b>	
<b>UNIVERSITY OFFICE ADMINISTRATIVE TECHNICIAN</b>	
<b><u>Hourly Range:</u></b>	<b><u>Opening Date:</u></b>
UGPP/D 2 \$9.50 Per Hour to UGPP/D 7 \$11.44 Per Hour	August 05, 2022
	<b><u>Closing Date:</u></b>
	August 19, 2022
<b><u>Location:</u></b>	
Academic and Student Affairs/Senior Vice President and Provost's Office	

**MINIMUM QUALIFICATIONS:**

- High School diploma or General Education Development (GED) equivalent.
- At least one (1) year clerical experience; or
- Any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

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:**

Knowledge of general office practices and procedures. Basis operating knowledge of Word and Spreadsheet software programs. Ability to learn moderately complex clerical task and to adhere to prescribed procedures. Ability to understand and follow moderately complex oral and written instruction. Ability to work effectively with the public and employees. Ability to effectively communicate orally and in writing. Ability to maintain records and prepare routine reports. Ability to operate common office machines, including typewriters, may be required for research and assignments.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Administrative Officer, the University Office Administrative Technician will manage the Senior Vice President and Provost's incoming and outgoing documents on daily basis. Screen, stamp, sort, and input and log-out information into a database; forward to Administrative Officer and the SVP/Provost for review/approval. And log out documents and forward to the appropriate departments. Serve as a receptionist; answer questions; take messages; greet customers by phone, in person, or e-mail. Assist with the SVP/Provost's daily calendar meetings. Prepare refreshments and supplies for meetings and events. Assist with maintaining supply inventory levels. Anticipates requirements for placing and expediting orders; verifying receipts; stocking items; delivering supplies to workstations or placing in storage. Transfer information onto Administrative Documents by using an electronic typewriter. Assist the Administrative Officer and Faculty Senate Secretary with Special Projects; i.e., Western Association of Schools and Colleges (WASC), Faculty Senates, Academic Assessment, and Institutional Effectiveness, and completing special projects assigned by the SVP/Provost. Sorting, copying, organizing reports, and binding. Performs other related duties as assigned.

## UNIVERSITY OFFICE ADMINISTRATIVE TECHNICIAN # 107-22

### **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.

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:**

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 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 (Aug 4, 2022 17:04 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

University.Office.Administrative.Technician.08/05/22  
Approved by CHRO 08/05/22