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ANNOUNCEMENT

September 15, 2022

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. 116-22

Position Title

LEARNING RESOURCES CENTER COORDINATOR

Salary Range:

UGPP/M-01 \$40,762.00 – UGPP/M-07 \$50,953.00 Per Annum

Opening Date:

September 15, 2022

Closing Date:

Continuous Until Filled

Location:

Academic and Student Affairs/School of Health

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in nursing or health related field from a recognized college or university;
- One (1) year of experience in planning, developing, and implementing programs or projects or closely related work in a health care educational setting; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATION:

- Must have a valid Guam driver's license.

PREFERRED QUALIFICATIONS:

- Possession of an unencumbered Guam registered nurse (RN) license;
- Possession of a cardiopulmonary resuscitation (CPR) certification;
- Prior patient care experience in acute care or outpatient settings.

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 nursing clinical skills including medication administration, dosage calculations, medical/surgical nursing procedures, such as IV insertion, foley catheterizations, wound care skills, health assessment techniques, vital signs, and other fundamentals skills. Ability to work effectively with the public and employees. 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 Dean, School of Health (SOH), the Learning Resources Center (LRC) Coordinator will assist faculty and students in practicing clinical skills, including the use of simulation equipment for lab instruction, high, mid, and low fidelity manikins, clinical practice equipment; maintain COVID-19 safety protocols for the lab areas, which includes sanitizing workspaces and all lab equipment to ensure staff and student safety; assist with sanitizing classroom spaces for SOH; instruct students in use of personal protective equipment (PPE) and monitoring compliance with COVID-19 safety protocols; maintain an updated inventory of instructional media, laboratory supplies and equipment, including equipment for PPEs, sanitization, COVID-19 outreach activities of BSN program; assist in procurement of necessary supplies through provision of equipment specs/quotes/assist as directed by the admin staff; maintain and organize the lab spaces for SOH following COVID-19 protocols/requirements in alignment with CDC, DPHSS, and UOG; provide assistance to faculty in the BSN program courses lab components, such as the set up/equipment/forms/oversee lab practice for skills/and other duties as requested by faculty; provide instruction in CPR, First Aid, caregiver, and other courses based on expertise/qualification to support the workforce development and training needs; implement recruitment tours of the SOH lab facilities; work with the faculty and students to provide educational and recruitment sessions for prospective students, families, and the general public in a safe manner; assist

#116-22 LEARNING RESOURCES CENTER COORDINATOR

faculty in teaching using a variety of modalities, including simulation in high fidelity, mid and low fidelity, as well as via distance education technologies; develop protocols for all simulations including supply needs, safety protocols, checklists/forms; oversee clinical lab practice sessions for students in all SOH programs including BSN/Nursing Assistant (NA)/Caregiver; maintain safety protocols, limit student numbers based on current protocols, ensure sanitizing of spaces, provide regular open lab hours for students to practice in small groups based on COVID-19 guidelines, maintain lab cleanliness and order; act as the Coordinator of the UOG CPR Center under the auspices of the American Heart Association approved: Life Support and Training Center on Guam; coordinate clinical practicum in conjunction with the nursing course faculty for BSN, NA, caregiver and any other courses involving practicum: oversee student submission of clinical placement site requirements, assist in scheduling all clinical requirements such as COVID-19 testing before practicum, ensure all medical/health requirements are obtained, police and court clearances, and any other requirements are met; collaborate with the University libraries, bookstore, marketing agents, publishing companies, and faculty in maintaining learning resource collection; assist faculty, staff, and students in community outreach events; and oversee documentation requirements such as tracking, liability forms/waivers.

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).


Joseph Gumataotao (Sep 15, 2022 15:14 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Learning.Resources.Center.Coordinator.09/15/22
Approved by CHRO 09/15/22