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# ANNOUNCEMENT

September 23, 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. 121-22*

## Position Title

### **GCR COLLECTIONS LAB MANAGER**

#### Salary Range:

UGPP/N-01 \$45,014.00 – UGPP/N-03 \$48,490.00 Per Annum

#### Opening Date:

September 23, 2022

#### 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)

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Archaeology, Museum Studies, or a closely related field;
- Experience in an archaeological laboratory or archaeological repository management; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### **PREFERRED QUALIFICATIONS:**

- Master's Degree in Archaeology, Museum Studies, or a closely related field;
- Two (2) years of experience in an archaeological laboratory or repository management with progressive leadership responsibilities.

#### **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 procedures and methods for handling and working with archaeological collections. Knowledge of effective conservation and preservation methods, including effective techniques for artifacts found within Micronesia and the Pacific. Knowledge of the prehistory/history of Guam and the Micronesia region. Ability to demonstrate appropriate methods of artifact handling and inventorying processes to others. Ability to effectively lead a team to complete tasks within specified deadlines. 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 GCR Curator of Archaeological Collections, the GCR Collections Manager provides front-line management of the artifact collections and is responsible for the day-to-day care of the collections and managing physical activities related to the artifacts. The expected duties include caring for the repository collection; working closely with the Curator to oversee stewardship of the archaeological collections including policy and procedure creation and enforcement; assigning accession and catalogue numbers to collections and individual artifacts; recommends individual artifacts for deaccession in accordance with the written deaccession policy; manages the physical care and storage environment of the archaeological collections; organizes the collection rooms, assigns codes, and affixes labels to storage boxes; tracks object locations and conditions within the facility; manages transfer arrangement for exhibitions; creates appropriate records for items designated for exhibition loans, including generating lists as well as incoming and outgoing receipts; acts as field liaison between the GCR Curator of Archaeological Collections and external consultants; assists in responding to questions from the senior administration, public officials, and the public related to the archaeological collection; maintains the database and inventory of the archaeological collections; assists in training and supervising technicians, interns, students, and volunteers working with the archaeological collections for cleaning, re-packaging, storage, and database entry; coordinates the registration of objects, cataloging, and inventory of collections as they arrive into the repository; coordinates the packing, crating, and movement of collections; monitors the environmental conditions of objects; administers the Integrated Pest Management Program, ensures no pest infestations,

## #121-22 GCR COLLECTIONS LAB MANAGER

and mitigates treatment as needed; advises the Curator of Archaeological Collections regarding the physical state of collections and potential items that need additional care; and serves on project teams related to the coordination of conservation efforts.

### **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 23, 2022 15:21 GMT+10)

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

*GCR.Collections.Lab.Manager.09/23/22*  
*Approved by CHRO 09/23/22*