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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. 124-22*

*Position Title*

**GCR CURATOR OF ARCHAEOLOGICAL COLLECTIONS**

*Salary Range:*

UGPP/R-01 \$65,623.00 – UGPP/R-08 \$84,632.00 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:**

- Master’s Degree in Archaeology, Anthropology, Museum Studies, or a closely related field;
- Experience in working with archaeological material collections within the Micronesia region;
- Demonstrated knowledge of the prehistory and history of the region.

**PREFERRED QUALIFICATION:**

- Ph.D. in Archaeology, Anthropology, Museum Studies, or a closely related field;
- Experience in teaching curatorial methods and collection care techniques for material collections found in the geographic region of Micronesia;
- Experience in engaging in research about the prehistory or history of the region.

**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 working with archaeological collections. Knowledge of conservation and preservation techniques. Knowledge of the prehistory/history of Guam and the Micronesia region. Knowledge of working with museum databases and record keeping. Ability to conduct research or supervise research on archaeological collections. Ability to instruct employees on techniques and procedures for routine collection care and for preservation. Ability to work effectively with the public and employees. Ability to negotiate contracts and service agreements. Ability to maintain records and prepare reports. Ability to plan, develop, implement, and coordinate federally funded or local projects and programs. Ability to manage multiple teams and multiple projects within specified deadlines.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Dean, University Libraries, the GCR Curator of Archaeological Collections is responsible for the acquisition, documentation, preservation, and use of all archaeological objects that remains within the GCR. The expected roles include: A) program management; B) collections preservation and protection; C) collections development; D) collections use; E) research; and F) collections documentation. A) Program management duties include assisting in the implementation of the GCR management program; ensuring the GCR's compliance with all relevant U.S. Government and Government of Guam laws and mandates (e.g., Section 106, Native American Graves Protection and Repatriation Act (NAGPRA), historic preservation laws, and Office of Economic Adjustment grant); manages contracts and ensures quality of products delivered; assists in the preparation of an annual budget for physical facilities and program management; oversees the development of annual goals and long-range strategic plans for the repository; writes and submits annual progress report for submission to stakeholders, including the President of the University of Guam, Director of the Micronesia Area Research Center (MARC), Office of the Governor of Guam, and Guam Museum; directs the preparation of analytical reports on a variety of aspects of the collection, including the condition assessment of the archaeological collections; critically evaluates the studies, conservation and preservation plans, proposals, and other documents generated by the GCR; in conjunction with the MARC Director or other related entities of the University of Guam, actively seeks external funding opportunities related to high quality collections care. B) Collections preservation

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and protection duties include establishing and directing all archaeological collections preservation and protection activities; evaluates the archeological collection for signs of deterioration, directs personnel on how to mitigate or minimize the damage to the artifacts, and identifies when objects require the attention of a professional conservator; makes recommendations regarding the contracting of specialized conservation services; establishes and maintains a regular schedule to train employees in curatorial procedures and other aspects of management of the archaeological collections. C) Collections development duties include serving as primary signatory for issuance of Repository Agreements and Acquisitions; directs the acquisition of archaeological collections; engages in or directs the writing of collection polices based on thorough knowledge of resources and community needs; evaluates the Guam Museum collections to identify those items necessary to fulfill the repository's mission. D) Collections use duties include establishes use policies for research of archeological collections; evaluates and implements exhibits and use of collections in education programs at the GCR; integrates collection information management needs into a cohesive access system; maintains current knowledge of information management systems, policies, and procedures in use by the museum profession. E) Research duties include directing research into cultural and natural collections, including identification, authentication, history, and provenance of collections; promotes knowledge of all natural and cultural resource disciplines represented in the GCR collections; maintains expert knowledge of research tools, techniques, and methods for the documentation of archaeological collections; synthesizes conflicting information from a complex variety of evidence and makes decisions affecting the GCR collections; develops scopes and objectives of studies and research needed to enhance the GCR collection. F) Collections documentation duties include directing the documentation of collections, including accessioning, cataloging, and legal and other documentation; develops and implements loan documentation and tracking procedures and systems; develops and implements a collections inventory control program; identifies problems and resolves outstanding issues related to the documentation and records management of archaeological materials curated at the GCR.

## **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 15:44 GMT+10)

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

*GCR.Curator.of.Archaeological.Collections.09/23/22*  
Approved by CHRO 09/23/22