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ANNOUNCEMENT

September 23, 2024

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. 125-24

Position Title
PROJECT COORDINATOR

Salary Range:

UGPP/L-01 \$45,262.00 – UGPP/L-07 \$56,578.00 Per Annum

Opening Date:

September 23, 2024

Closing Date:

October 4, 2024

Location:

Academic and Student Affairs/College of Liberal Arts and Social Sciences

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a U.S. accredited institution or foreign equivalent; and
- One (1) year of experience in planning, developing, coordinating and implementing programs or projects or closely related work; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

PREFERRED QUALIFICATIONS:

- Master's degree from a U.S. accredited institution or foreign equivalent.
- Experience using Ellucian Colleague, Colleague Reporting and Operational Analytics (CROA), Nuventive Improve and FMX (Work Order) management system.

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 the principles and practices of modern public administration. Knowledge of Microsoft Office and Adobe Acrobat applications. Knowledge of Government of Guam procurement process. Knowledge of general administrative processes and office management practices. Ability to interpret and apply pertinent program policies, rules and regulations. Ability to collect and interpret data. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Ability to work effectively with the public and employees. Customer service focused, and provides exemplary customer service, as appropriate.

DUTIES AND RESPONSIBILITIES:

Participates and assists in the planning, development, implementation, and coordination of programs and projects for the College. Ensures that project planning and implementation support the CLASS and UOG mission. Assists in the implementation of project goals and objectives, analyzing and appraising project performance, and technical development of projects. Reviews proposed projects for completeness in detail and content. Assists in monitoring the status of activities and providing recommendations for future activities. Evaluates completed projects for cost effectiveness and impact. Collects and analyzes statistical data, performs research, and prepares reports. Manages the daily activities of the Dean's office including initiating and processing requisitions, service contracts and payroll; preparing travel documents; overseeing building reservations and rentals; process maintenance work orders; and providing administrative support to students and employees. Engages in professional development to stay current in project development and coordination. Collaboratively works with community partners and professionals.

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.

#125-24 PROJECT COORDINATOR

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:

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 (671) 735-2350.

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).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Project.Coordinator.09/23/24
Approved by CHRO 09/23/24