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ANNOUNCEMENT

October 04, 2023

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

Announcement No. 002-24

Position Title
ATHLETIC COORDINATOR

Salary Range:

UGPP/H-01 \$32,355.00 – UGPP/H-07 \$40,443.00 Per Annum

Opening Date:

October 04, 2023

Closing Date:

Continuous Until Filled

Location:

Enrollment Management and Student Success/Triton Athletics & Field House

MINIMUM QUALIFICATIONS:

- Graduation from High School or GED equivalent.
- Two (2) years of experience in game management or playing experience in varsity level sports at either the high school level or college level.
- Experience in social media marketing.

NECESSARY SPECIAL QUALIFICATION:

- Must possess a valid driver's license and 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 varsity athletic programs at U.S. colleges and universities. Knowledge of various sports rules. Knowledge of game management, set-up, and take down of game equipment in various sports, both inside and outside facilities. Knowledge of scheduling athletic events in a multi-use facility. Knowledge of various social media platforms to market and promote multiple events and facilities. Knowledge of summer sports camps for various sports. Knowledge of fundraising techniques. Ability to prioritize scheduling of physical education, athletic, recreation and rental events of a multi-use facility. Ability to lead student workers. Ability to work with multiple staffing groups within a single college unit. Ability to work with multiple departments on a university campus for a single goal. Ability to work with a flexible schedule. Supervisory skills of student workers.

DUTIES AND RESPONSIBILITIES:

The Athletic Coordinator will be responsible for the set-up for all UOG athletic games at UOG athletic facilities. Serve as Game Supervisor at all athletic games (on and off campus). Work with Field House scheduler to schedule athletic games and events. Work with recreation staff to schedule and manage both calendars. Work with other leagues to schedule games at Field House. Market and promote UOG athletic games using social media and other methods. Must be able to work with a flexible schedule. Film all UOG athletic games or supervise student workers to film games. Work with Administrative Assistant on concession sales for different athletic and Field House events. Write articles for media release of game results and scheduled events. Market and promote the UOG Calvo Field House for "Triton Rentals" to UOG community, the public, businesses, groups, and organizations. Market and promote UOG Triton Camps (e.g., athletic department sports camps, athletic clinics, tryout events for high school and UOG, high school championships and tournaments). Develop and maintain UOG Facebook page. Work with Field House scheduler to confirm dates and times or rental or sports events. Work with Field House maintenance and recreation for set-up times for specific events.

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 <http://uog.peopleadmin.com>.

#002-24 ATHLETIC 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 (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 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 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/hro> (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 (Oct 4, 2023 11:23 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

ATHLETIC.COORDINATOR.10/04/23
Approved by CHRO 10/04/23