



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

August 25, 2020

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#090-20 DIRECTOR, RESIDENCE HALLS

Location:

Enrollment Management and Student Success

University Information:

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

General Description:

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.

Under the general administrative direction of the Dean of Enrollment Management and Student Success (EMSS), the Director of Residence Halls is responsible for the administration and operations of the University's Residence Halls. The Director of Residence Halls is expected to provide a welcoming and vibrant community that fosters a clean, safe, and positive environment, enhances the student experience, and encourages students to develop their full potential. The Director of Residence Halls will conduct staff and student development, resident outreach, community building and attend to facilities and the administrative operations of the Residence Halls. Functional duties are described below and may be adapted to respond to the department's evolving needs.

This is a challenging professional position of an administrative and supervisory nature responsible for a self-supporting activity. The Director of Residence Halls works with wide latitude in the exercise of independent judgment and action to plan, organize, coordinate, and direct the operations of the University Housing Office. The position is required to work with groups of students from diverse cultural and educational backgrounds. Monthly and annual reports of the organizational, disciplinary, instructional and financial activities of the University Housing Office are prepared, submitted, and reviewed through regular meeting with the Dean of Enrollment Management and Student Success.

Character of Duties:

Primary duties and responsibilities shall include, but not be limited to the following:

- Plans, organizes, coordinates and directs the operations of the University of Guam (UOG) Housing Office
- Prepared periodic reports of Housing Office operations and activities for review and discussion with Dean of Enrollment Management and Student Success
- Prepares budget reports and maintains proper bookkeeping and accounting of Residence Halls Budget
- Proposes UOG policies and procedures relative to residence halls living in accordance with UOG rules and regulations and laws of the Territory of Guam for consideration by management and adoption by the Board of Regents
- Manages room reservations and room changes using the Housing Office database; Prepare occupancy reports on a monthly basis.
- Conduct building and room inspections; prepare room condition reports; prepare reports at the beginning and end of each semester; Inspect rooms and determine security deposit refunds/forfeitures at the end of the academic year

#090-20 DIRECTOR, RESIDENCE HALLS

- Investigates resident complaints and grievances in accordance with the Residence Halls and University policy
- Coordinates with Student Health, Student Counseling Services and Career Development programs for assistance with family planning, alcohol and drug abuse and other related matters
- Maintains and implements recreational activities and programs for the residents
- Recruits and trains Resident Assistants on a regular basis to augment the necessary personnel needed to provide better living conditions for the residents
- Coordinate efforts with Safety Office and Security Office to ensure the safety and security of the residents
- Maintains an electronic inventory of all supply and property of Residence Hall
- Attend all departmental and divisional training sessions and workshops, as required. This may include planning and facilitating training sessions for the halls and departmental staff
- Encourage staff and student engagement in planning and developing programs to meet the diverse needs of the residents
- Respond to crisis or emergency situations, including providing guidance to staff and residents, in accordance with UOG rules, regulations, and policies
- Document incidents, write judicial reports, correspond effectively with students through appointment and sanction letters; serve as the Residence Halls' primary "judicial officer" to help create a positive community environment in which students assume responsibility for their actions
- Conduct weekly building walk-through and report on-going facility, safety, and security needs
- The Director, Residence Halls is considered a University essential employee and may be required to work to provide essential services for students when required. This may include official closure of the University due to extreme weather or other emergencies and in the absence of other essential employees.

Qualifications:

Minimum:

- An earned master's degree in Student Personnel, Counseling, or other related areas from a U.S. regionally accredited institution or foreign equivalent university
- Experience in working with residence halls, student organizations, student services and activities and/or related experiences
- Excellent administrative, as well as interpersonal, written and oral communication skills
- Experience working with college/university students and/or staff from diversified cultural and educational backgrounds important.

Salary Level:

\$57,418 - \$86,126 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Ms. Remy Cristobal, Search Committee Chair, remybc@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

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.

#090-20 DIRECTOR, RESIDENCE HALLS

**Application
Deadline:**

Applications will be received no later than 11:59 p.m. on September 30, 2020 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.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.

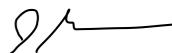
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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 and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer