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# ANNOUNCEMENT

December 4, 2017

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

**Announcement No. 015-18**

**Position Title**

**EDUCATIONAL SPECIALIST**

**Hourly Range:**

UGPP/J 1 \$14.94 – UGPP/J 7 \$18.68 Per Hour

**Opening Date:**

December 4, 2017

**Closing Date:**

Continuous Until Filled

**Location:**

Enrollment Management and Student Success (EMSS)/TRIO Programs/Student Support Services (SSS)

**MINIMUM QUALIFICATION:**

Bachelor's Degree in Education, or related field (such as English, Communication, Math, Science, Social Science, Health, Business Administration, etc.) from a U.S. accredited institution or foreign equivalent.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license and own transportation.

**PREFERRED QUALIFICATIONS:**

- Master's Degree from a U.S. accredited institution or foreign equivalent.
- Demonstrated success in overcoming academic and economic barriers similar to the target population to be served.
- Experience working with Student Support Services (SSS) or other TRIO Programs alumni.

**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:**

Ability to meet the program's set activity schedule (to include the summer program). Knowledge, ability and interest in working with low income and first-generation college students in need of academic assistance and motivation in order to persist and graduate from college.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Assistant Director, TRIO Programs, of the Student Support Services (SSS), the Educational Specialist conducts academic tutoring and other academic support services, coordinate required activities/workshops, monitor assigned students throughout the year. The Educational Specialist is also required to assist project staff in the preparation, implementation and coordination of other activities as described in the Student Support Services project's grant proposal, including student recruitment, academic classes, workshops and field trips. The Educational Specialist also prepares and maintains accurate records of services provided for the participants such as tutorial session reports and activity reports. Assists in the preparation of project reports, grant proposals, informational and or recruitment materials, and other office documents. Performs other such duties as assigned by the Assistant Director of Student Support Services and/or TRIO Programs Director.

**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.

**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.

## EDUCATIONAL SPECIALIST #015-18

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:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office at 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <http://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, Mr. Joseph Blas Gumataotao, located at the EEO/ADA 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).

  
LARRY G. GAMBOA, SPHR, SHRM-SCP  
Chief Human Resources Officer

*Educational.Specialist.12/04/17*  
*Approved by CHRO 12/04/17*