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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, PART-TIME, FEDERALLY FUNDED POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 020-18

*Position Title*  
**ACADEMIC ASSISTANT**

***Hourly Range:***

UGPP/F 1 \$11.14 – UGPP/F 7 \$13.93 Per Hour

***Opening Date:*** December 4, 2017

***Closing Date:*** Continuous Until Filled

***Location:***

Enrollment Management & Student Success/TRIO Programs/Upward Bound

**MINIMUM QUALIFICATIONS:**

- High School diploma or General Education Development (GED) equivalent;
- Must be at least a college/university student with a cumulative 3.0 or better grade point average (GPA) or
- Must have completed college/university with a cumulative 3.0 or better grade point average (GPA);
- Must have at least one (1) month experience providing academic support activities such as tutoring, experience with college admission, and/or financial aid, or counseling students.

**PREFERRED QUALIFICATIONS:**

- Demonstrated personal experience in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree; and/or
- At least one (1) month experience in Upward Bound (UB) or other TRIO Programs, or programs for disadvantaged students.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license and own 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:**

Must be able to meet the program's set activity schedule to include, but not limited to academic support services, class instruction, workshops, field trips, and various activities at the University and other locations. Must have the knowledge, ability and interest to work with low income youth in need of academic assistance and college preparation.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Assistant Director of Upward Bound (UB) and/or TRIO Programs Director, the Academic Assistant provides academic support services, such as tutoring, college and career preparation activities for participants at the target schools and/or University campus. The Academic Assistant serves as a role model/mentor for participants and assists in building the skills required to survive college. The Academic Assistant is also required to assist project staff in the preparation, implementation and coordination of other activities as described in the UB project's grant proposal, including student recruitment, academic classes, workshop and field trips. The Academic Assistant also prepares and maintains accurate records of services provided for the participants such as tutorial session reports, meets the participant's parents/legal guardians, counselors, and/or school instructors when necessary to ascertain the participant's academic progress of need for project services. The position assists in the preparation of project reports grant proposals, promotional/recruitment materials, and other office documents. The Academic Assistant will supervise project participants during class instruction and other program activities including outside university campus. Will attend staff meetings, trainings, and other program activities such as overnight campout and banquet. Will travel to and from program's activity site such as field trip sites, government/private agencies, camp site, program vendors, and other locations. Performs other duties as assigned by the Assistant Director of Upward Bound and/or TRIO Programs Director.

## ACADEMIC ASSISTANT # 020-18

### **EDUCATION:**

Applicants claiming degree or credit hours are required to provide 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 (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 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:**


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 call 735-2350/1.

### **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

*Academic Assistant 12/04/17*  
*Approved by CHRO 12/04/17*