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ANNOUNCEMENT

January 2, 2018

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. 026-18		
<i>Position Title</i> NETWORK PROGRAM ASSOCIATE		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Salary Range:</u> UGPP/H 01 \$26,520.00 – UGPP/H 09 \$35,287.00 Per Annum UGPP/H 01 \$26,520.00 – UGPP/H 18 \$46,742.00 Per Annum</td> <td style="width: 40%;"><u>Opening Date:</u> January 2, 2018 <u>Closing Date:</u> January 18, 2018</td> </tr> </table>	<u>Salary Range:</u> UGPP/H 01 \$26,520.00 – UGPP/H 09 \$35,287.00 Per Annum UGPP/H 01 \$26,520.00 – UGPP/H 18 \$46,742.00 Per Annum	<u>Opening Date:</u> January 2, 2018 <u>Closing Date:</u> January 18, 2018
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<u>Location:</u> School of Business and Public Administration (SBPA)/Pacific Islands Small Business Development Center Network (PISBDCN)		

MINIMUM QUALIFICATIONS:

- a) Bachelor's Degree in Business Administration or related field;
- b) Two (2) years work experience in general office operations, including demonstrated ability in record-keeping, development, and organizing events;
- c) Must be knowledgeable in Microsoft Office Word, Excel, and PowerPoint;
- d) Must have valid passport; must be able to travel abroad; and
- e) Must own vehicle and possess valid Guam driver's license.

PREFERRED QUALIFICATIONS:

- a) Familiar with grant writing/grants process;
- b) Familiar with marketing and social media; and
- c) Experience with online database reporting (i.e., Web Clients Activity Tracking Systems/NeoSerra).

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 in Microsoft Word, Graphics, and strong Excel skills. Knowledge in contract requirements, policies, and procedures. Knowledge in resource and training staff in administrative policies and procedures to ensure compliance. Creates, organizes, and maintains physical and digital filing systems that enable easy and efficient access by staff. Conducts routine maintenance and trouble-shooting for office equipment, serves as liaison for the Guam SBDC for major repairs/replacements. Perform a variety of general clerical and typing duties of average difficulty without close supervision. Ability to work effectively with the public and with University-based constituencies. Ability to operate a word processor, typewriter, calculator, copier machines, and computer terminals. Ability to maintain records and prepare reports. Ability to communicate effectively both orally and in writing. Must have the ability to maintain confidentiality, exercise tact, discretion, good judgment, and maintain cooperative and effective working relationship with others. Must have the ability to drive and/or operate a motor vehicle. Skills in performing clerical duties related to administrative details of day-to-day operations of SBDC.

CHARACTER OF DUTIES:

Under the direct supervision of the Associate Network Director, the Network Program Associate shall provide support in the coordination of the internal operations of the Pacific Islands Small Business Development Center Network (PISBDCN) and its membered Service Centers located in the Federated States of Micronesia (Yap, Kosrae, & Chuuk), Republic of Palau, and the Commonwealth of the Northern Mariana Islands. The Network Program Assistant will be expected to perform effectively under pressure of deadlines and other administrative demands.

The Network Associate will schedule and organize meetings, prepare agendas, take and transcribe meeting notes. Assist with Service Center monitoring as required by grantor for compliance of program policy guidelines. Assist in establishing and maintaining record-keeping and control systems. Assist in the preparation of purchase orders, requisitions, direct payments and Guam SBDC deposits. Prepare correspondence, reports and support documentations for contract compliance including SBDC monthly, semi-annual, and annual reports. Assist with budgets and SBDC monthly/semi-annual reports. Responsible for maintaining confidential client records, files, and mailing list. Maintain vendor and

NETWORK PROGRAM ASSOCIATE #026-18

independent contractor files and financial records. Make travel arrangements and assist with preparation of travel claims for staff. Assist with special projects, work sessions, other tasks as needed. Coordinates all marketing activities of the Pacific Island SBDC Network and Service Center to include the Pacific Business Partners quarterly insert to the Pacific Daily News, website updates, and social media. Perform other duties as assigned.

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. 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 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

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Approved by CHRO 01/02/18