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# ANNOUNCEMENT

November 7, 2018

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

**Announcement No. 010-19**

***Position Title***  
**ACADEMIC ASSISTANT**

<b><u>Hourly Range:</u></b> UGPP/F 1 \$11.14 – UGPP/F 7 \$13.93 Per Hour	<b><u>Opening Date:</u></b> November 7, 2018 <b><u>Closing Date:</u></b> November 26, 2018
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**Location:**  
Enrollment Management and Student Success (EMSS)/TRIO Programs/Student Support Services (SSS)

**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).

**PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree from a U.S. accredited institution or foreign equivalent.
- Demonstrated personal experience in overcoming academic and economic barriers similar to the target population in order to pursue a postsecondary education degree.
- Resident of the University of Guam Housing (Dormitory) with good standing.
- Have earned enough college credits to be either junior or senior level at the University of Guam.

**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:**

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

**CHARACTER OF DUTIES:**

Under the direct supervision of the Student Support Services (SSS) Assistant Director and/or TRIO Director, the Academic Assistant’s primary duty is to provide academic tutorial services in English, Math, Science and other subjects to SSS participants. 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 SSS 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. Assists in the preparation of project reports, grant proposals, informational and/or recruitment materials, and other office documents. Assists administrative staff with filing and other clerical duties. Performs other 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.

## ACADEMIC ASSISTANT #010-19

### **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:**

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, 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).



**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Academic.Assistant.11/7/18  
Approved by CHRO 11/07/18*