



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 educational programs or activities.

ANNOUNCEMENT

December 4, 2017

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

Announcement No. 021-18

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 & Student Success/TRIO Programs/Upward Bound

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Secondary Education, Education, or related field such as Communication, English, Science, Biology, Health, Math, Business, etc. from a U.S. accredited institution or foreign equivalent.
- At least one (1) month experience working with any educational program(s) or TRIO Program(s), including teaching and/or counseling students;
- At least one (1) month experience working with students from diverse cultural and educational backgrounds.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license and own transportation

PREFERRED QUALIFICATIONS:

- Master's degree preferred from an institution or related from a U.S. accredited institution or foreign equivalent.
- Possess a current Guam Department of Education (GDOE) teacher certification in Secondary Education.
- Demonstrated success in overcoming academic and economic barriers similar to the target population to pursue a postsecondary education degree.

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 the summer program at the target school, various activity site(s) and Saturday activities. 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 Director, TRIO Programs, and/or the Assistant Director of Upward Bound, the Educational Specialist conducts academic support services, instructional classes, and career prep workshops at the TRIO/Upward Bound Office, program activity sites and the University based on program schedules; Assists in monitoring the academic progress of project participants including submission of report cards and other requested documents as well as meeting with participants' parents/legal guardians. Assists in supervising project participants during program activities including activities outside university campus. Serves as a role model/mentor for participants and assist in building the skills required to survive college. Attends staff meetings, trainings, and other program activities such as overnight campout and banquet. Travels to and from program's activity site such as target schools, camping site, program vendors, and other locations. Performs other duties as assigned by the Assistant Director of Upward Bound and/or TRIO Programs Director.

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 SPECIALIST # 021-18

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