



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 education programs or activities.

A N N O U N C E M E N T

March 28, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#042-18 DEAN, ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Location:	Academic and Student Affairs/Enrollment Management and Student Success
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an Administrator who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The University of Guam, Dean, Enrollment Management and Student Success is a member of the Senior Vice President for Academic and Student Affairs' cabinet that supports and serves the vision of the University of Guam as a student learner centered institution, dedicated to the enhancement of student success, enrollment growth, and institutional visibility. The Enrollment Management and Student Success team provides a new focus for the student services area at the University of Guam. The Dean ensures consistency, currency, responsiveness, and excellence in all aspects of enrollment management and student success which includes admissions, student records, financial aid, health services, career placement, academic and behavioral counseling, residence halls, ADA, student life, and comprehensive efforts toward retention, degree completion, and student advancement.</p> <p>The Dean of EMSS is responsible for the offices of Admissions and Records, Academic and Behavioral Counseling, Student Life, Career Services, Educational Opportunity Program, Financial Aid, Learning Communities, Student Retention (including the First Year Experience), Student Health (including Wellness), Residence Hall, Triton One Stop Office, Veteran's Resource Center, and the TRIO Programs (including Student Support Services, Educational Talent Search, and Upward Bound).</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Serve as the administrative leader of Enrollment Management and Student Success unit and reports to the Senior Vice President, Academic and Student Affairs, with a commitment to shared governance• Serve as the chief student affairs officer to the Senior Vice President, Academic and Student Affairs and provide leadership to the enrollment services, student affairs, and student service areas at the University, providing a vision and framework for innovative and collaborative programs and services that meet the needs of a diverse student and academic community, and working collaboratively with the Deans of the academic schools and colleges• Develop and manage a Student Success Plan, and will manage a portfolio consisting of new student orientation and leadership development programs, student activities and student life, student government, health and wellness programs, student conduct and judicial affairs, career services, and services to student with disabilities• Oversee departments impacting the quality of student experience at the University of Guam from the point of inquiry through enrollment to graduation, including admissions, financial aid, student records, and off-campus enrollments• Exercise vision, ethical leadership and develop effective marketing strategies designed to increase enrollments and expand markets for the University• Managing the resources of the Enrollment Management and Student Success units, including student recruitment and retention initiatives

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- Coordinates international student exchange initiatives in collaboration with the institution's academic deans and international programs office, coordinates assessment activities, and carries out other administrative functions such as report development, contract oversight, budget development and performance reviews
- Perform other related duties as assigned

Qualifications:

Minimum: An earned master's degree from a U.S. regionally-accredited institution or foreign equivalent, sufficient for appointment to the rank of a junior faculty; Demonstrated ability to implement change and provide ethical leadership; At least three years combined successful administrator and program chair/manager experiences at an institution of higher education, including resource management, program evaluation, needs assessment and customer service; Demonstrated understanding of the enrollment management and student affairs organization model; Proven track record of experience leading a diverse administrative staff in a higher education setting; Demonstrated ability to plan and coordinate student activities and solve student grievances; Demonstrated effectiveness in budget planning and fiscal management in a shared governance environment; Experience working with culturally diverse populations; U.S. citizen or permanent resident for Designated School Official (DSO) eligibility in the Student Exchange Visitor Information System (SEVIS). Demonstrate the ability to work in a culturally and linguistically diverse environment.

Desirable: Demonstrated ability to participate effectively as a member of a collaborative professional leadership team; A successful track record in marketing, admissions, student success and enrollment management initiatives; Demonstrated ability to interact effectively in a culturally and ethnically diverse community; Sense of humor and ability to foster unit and focus within the student support area, displaying support for emerging models of technology infusion.

Preferred: An earned doctorate from a U.S. regionally-accredited institution or foreign equivalent; Experience in developing and implementing a student retention plan; Ability to articulate a vision for the future of marketing, student services, enrollment management, and student success in a land-grant, commuter, open-admission institution; Demonstrated commitment to consultative processes, and team consensus building; Demonstrated experience in a higher education student success initiative that supports student retention, persistence to degrees, and student achievement; Familiarity and experience in the use of the student database system and interacting at the National level with other land grant institutions.

Salary Level:

\$82,438 - \$123,656 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Mr. Jonas D. Macapinlac, Search Committee Chair, jmac@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

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.

Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.

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**Application
Deadline:**

Optimal submittal date is April 17, 2018 (Chamorro Standard Time/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.

Anticipated start date is Summer 2018.

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.com>.

**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.

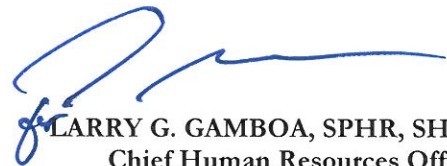
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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 and Title IX 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