



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

May 7, 2018

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

<i>Announcement No. 060-18</i>	
<i>Position Title</i> GALLERY ASSISTANT	
<i>Hourly Range:</i> UGPP: Grade G, Step 1 \$11.89 – Step 7 \$14.86 Per Hour	<i>Opening Date:</i> May 7, 2018 <i>Closing Date:</i> May 21, 2018
<i>Location:</i> College of Liberal Arts and Social Sciences/ISLA Center for the Arts	

MINIMUM QUALIFICATIONS:

- Graduation from a recognized college or university with a Bachelor’s degree, preferably in the Fine Arts.
- Experience in planning, developing coordinating, or implementing art programs or projects.
- One-Year experience in administrative and office support services.
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PREFERRED QUALIFICATIONS:

- Demonstrated experience in Gallery operations;
- Exhibit design and installation;
- Fine arts conservation;
- Non-profit or university fundraising.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge and skills in exhibition design and installation. Must be able to work with Microsoft applications. Must have strong communication skills both orally and in writing in order to work with the public. Must have knowledge of office management practices and general administrative functions. Ability to supervise work of work study students. Ability to work effectively with public and employees.

CHARACTER OF DUTIES:

The Gallery Assistant for the ISLA Center for the Arts will: Update financial ledgers. Develop exhibition reports for recent show (attendance, expenses, income). Update web site. Develop updated exhibition calendar on display. Conduct tours if requested. Make deposits as needed. Preparation/installation of Art Exhibitions and Publicity Materials. Preparation of distribution of Art-a-Thon Packets. Coordinate with participating school coordinators. Preparation of financial documents including requisitions (e-purchase orders), direct payments, deposits and receiving reports. Monitor funds and expenditures.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or 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.

GALLERY ASSISTANT # 060-18

POLICE AND COURT CLEARANCE:

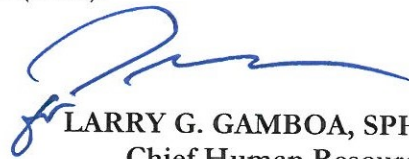
Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances 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 in 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 weekends and holidays. Applications may be obtained from this office, or the HRO 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.

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

Gallery Assistant.05/04/18
Approved by CHRO 05/04/18