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ANNOUNCEMENT

October 8, 2026

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

Announcement No. 002-27

Code No. Position Title

ADMINISTRATIVE SUPPORT SPECIALIST

Salary Range:

Open: J-01 \$37,913.00 – J-07 \$47,391.00 Per Annum

Opening Date: October 08, 2026

Closing Date: October 21, 2026

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Public Administration, Management, Accounting, or related field; **or**
- At least three (3) years of progressively responsible administrative support experience with maintaining confidential personnel and financial records, preparing reports and correspondence, providing customer service in a business or office environment; and using computerized information systems; **or**
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

PREFERRED QUALIFICATIONS:

- Two (2) or more years supporting retail, bookstore, café, post office, hospitality, or auxiliary enterprise operations.
- Experience reconciling cash receipts, deposits, P-card transactions, or departmental charges.
- Experience coordinating student employees or temporary staff.
- Experience preparing operational, financial, or statistical reports.
- Experience utilizing Ellucian Colleague, UI Web, or similar enterprise systems.

NECESSARY SPECIAL QUALIFICATION:

- Valid Guam Driver's License.

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 SKILLS:

Ability to obtain University-required certifications related to cash handling, information security, or other administrative functions as required. Ability to prioritize daily administrative workload and office activities. Ability to respond to routine customer service inquiries and operational questions. Skill in scheduling meetings and coordinating administrative activities. Knowledge of filing systems and records management processes. Ability to verify completeness of forms and supporting documentation. Skills in resolving routine cashiering and point-of-sale discrepancies within established procedures. Skills in coordinating student employee schedules and routine office coverage. Skills in preparing recurring reports and correspondence.

CHARACTER OF DUTIES:

The Administrative Support Specialist provides administrative support including preparation of correspondence, reports, forms, meeting materials, personnel documents, filing systems, records management, and document routing for approval. Coordinates personnel-related activities including attendance records, leave requests, payroll submissions, onboarding paperwork, personnel transactions, and maintenance of confidential employee records. Provides customer service to students, faculty, staff, vendors, and the public by responding to inquiries regarding Triton Store, Café, and Post Office services in person, by telephone, and electronically. Performs cashiering functions including operation of point-of-sale systems, processing cash, checks, credit card and departmental transactions, balancing cash drawers, preparing deposits, and maintaining accurate transaction records. Reconciles purchasing card transactions, departmental charges, invoices, deposits, and related financial records; assists with budget tracking and preparation of recurring financial reports. Coordinates and maintains student employee schedules, timekeeping records, work assignments, and related administrative documentation. Maintains administrative and operational records for Auxiliary

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assignments, and related administrative documentation. Maintains administrative and operational records for Auxiliary Enterprises, including the Triton Store, Café, and Post Office; prepares recurring statistical and operational reports. Coordinates meetings, training sessions, special events, travel arrangements, reimbursements, and departmental activities. Maintains office supplies, equipment service records, and facility maintenance requests; coordinates administrative follow-up with appropriate departments. Performs other related administrative duties as assigned.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript(s) to the University of Guam Human Resources Office.

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.

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:

All applicants must submit an online job application through UOG's online employment portal system at <https://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 <https://www.uog.edu/safety-security/>.

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 applications 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 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

Lorenzo Eduvala

LORENZO GEORGE EDUVALA
Acting Chief Human Resources Officer

Administrative.Support.Specialist.10/08/2026
Approved by the Acting CHRO 10/08/2026