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ANNOUNCEMENT

December 15, 2025

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. 004-26

Position Title

**SENIOR ACADEMIC COUNSELOR AND AMERICANS WITH DISABILITIES
[ADA] ACCOMMODATIONS COORDINATOR**

Salary Range:

UGPP/O-01 \$60,875.00 - UGPP/O-10 \$83,568.00 Per Annum

Opening Date:

December 15, 2025

Closing Date:

December 29, 2025

Location:

Academic & Student Affairs/Enrollment Management & Student Success

MINIMUM QUALIFICATION:

- Master's Degree in Counseling, Social Work, Clinical Psychology, Rehabilitation, Special Education, or related field and a minimum of three (3) years of experience in working with individuals with disabilities to include training, outreach, and establishing and managing partnerships with disability service organizations; or
- Bachelor's Degree in Counseling, Social Work, Clinical Psychology, Rehabilitation, Special Education, or related field and a minimum of seven (7) years of experience in working with individuals with disabilities to include training, outreach, and establishing and managing partnerships with disability service organizations.

PREFERRED QUALIFICATIONS:

- Previous work with students highly desired.
- Previous work in higher education highly desired.
- Familiarity with ADA compliance, accessibility planning, and assistive technologies.

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.

CHARACTER OF DUTIES:

The Senior Academic Counselor and ADA Accommodations Coordinator serves a dual role in supporting student success and ensuring compliance with accessibility standards. Reporting to the Dean of Enrollment Management & Student Success (EMSS), the incumbent will manage ADA accommodations, foster partnerships with local agencies, and provide training for faculty and staff to strengthen the University's ADA compliance and inclusive learning environment.

ADA Coordinator Responsibilities

The Counselor will oversee all aspects of ADA accommodation services, including assessing student needs, arranging accommodations, and ensuring compliance with federal and territorial laws. This role involves collaborating with Student Health and Counseling Services and other units to deliver effective accommodations, raise awareness, and maintain processes that align with UOG's mission to support student success, wellbeing, and retention. The position also includes developing training programs and campus-wide information campaigns to ensure students, faculty, and staff understand available services and program requirements.

Student Academic Counseling Responsibilities

In addition to ADA coordination, the Counselor will provide academic counseling to students, particularly those who have not declared a major course of study. Responsibilities include guiding students through academic planning, addressing academic challenges, and supporting recruitment and retention initiatives to increase persistence to graduation. The Counselor plays a key role in helping students navigate their educational journey and mediating issues that impact success and timely completion.

SENIOR ACADEMIC COUNSELOR AND AMERICANS WITH DISABILITIES [ADA] ACCOMMODATIONS COORDINATOR # 004-26

DUTIES AND RESPONSIBILITIES:

ADA Coordinator Responsibilities

Serve as the central intake and case manager for ADA-related student accommodation requests; evaluate documentation and determine reasonable academic and physical access accommodations in compliance with federal and territorial laws; develop and deliver campus-wide training for faculty, staff, and administrators on ADA student accommodation compliance and inclusive practices; establish partnerships with local and regional agencies to improve service coordination; monitor accommodation implementation and maintain confidential records and compliance reports; assess ADA student accommodations program needs and recommend improvements to strengthen institutional accessibility.

Student Academic Counseling Responsibilities

Provide academic and personal counseling to students, particularly those who are non-declared; advise on academic planning and connect students to success services; lead recruitment and retention initiatives to increase persistence to graduation; participate in orientation and student success programs to promote inclusion; mediate academic challenges to support timely completion; perform additional related duties as assigned.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g. transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.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 (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.

Due to budgetary constraints, UOG is not able to pay the additional application cost of \$100,000 as required by the U.S. Presidential Proclamation for any applicants that will require an H1B Visa to legally work at UOG.

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:


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


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