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.

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

November 04, 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. **015-27**

Position Title

FAO PROGRAM & OUTREACH COORDINATOR

Salary Range:
UGPP/M-01 $49,731.00 - UGPP/M-07 $62,163.00 Per Annum

Opening Date: November 04, 2026
Closing Date: November 18, 2026

Location:
Academic & Student Affairs/Enrollment Management & Student Success/Financial Aid Office/Triton One Stop

MINIMUM QUALIFICATION:

- Bachelor's degree from a U.S. accredited college or university.
- Minimum of one (1) year of experience in planning, developing, coordinating, and implementing programs or projects; and/or
- Any equivalent combination of experience and training which provides the minimum knowledge, skills, and/or abilities.

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, SKILLS, AND/OR ABILITIES:

Knowledge of the principles and practices of public administration. Ability to interpret and apply program policies, rules, and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement, and coordinate local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Must be able to work effectively with the public and employees. Must be able to communicate effectively, orally and in writing. Must be able to maintain records and prepare reports.

CHARACTER OF DUTIES:

The FAO Program & Outreach Coordinator will assist and provide administrative support to the Financial Aid/Triton One Stop Director in coordinating and carrying out the awarding of financial aid to graduate and undergraduate students and other related initiatives in the Financial Aid Office. Assists with planning, developing, coordinating, and conducting training for graduate and undergraduate students, and potential students on federal and local financial aid processes and regulations; sets up meetings, and communicates and collaborates with all UOG campus entities for planning and event execution; sends fliers to campus and community-wide to promote events. Handles graduate and undergraduate student financial aid advisement, financial aid presentations at student recruitment events, and general support to Financial Aid/Triton One Stop. Assists with updating the Financial Aid Office/Triton One Stop website. Assists and coordinates the Annual Program and Learning Outcome Assessments; coordinates and manages the program assessment and learning outcome in Trac Data database; assists program with inputting data and communicating with all colleges and programs to ensure that they meet deadlines for WASC Accreditation. Assists with planning and coordinating recruitment events and activities in collaboration with academic units. Assesses and obtains pricing for venue or other logistical needs, initiates the process with procurement and business office, and coordinates logistics for a successful operation. Develops budget proposal for events and trainings under the FAO Director; manages budget allotted for these various activities. Inputs financial aid documents for financial aid awarding and maintains log for documentation purposes. Performs other related duties as required to support the Director, Financial Aid/Triton One Stop.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

FAO PROGRAM & OUTREACH COORDINATOR #015-27

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.

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. (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, 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).

Joseph Gumataotao (Nov 4, 2026 11:28:06 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

FAO.Program.&.Outreach.Coordinator.11/04/26
Approved by CHRO 11/04/26