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ANNOUNCEMENT

January 16, 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. 022-26

Position Title **ADMINISTRATIVE SUPPORT SPECIALIST**

<u>Salary Range:</u> UGPP/J-01 \$37,913.00 - UGPP/J-05 \$43,995.00 Per Annum	<u>Opening Date:</u> January 16, 2026
	<u>Closing Date:</u> January 30, 2026

Location:
Academic & Student Affairs/Enrollment Management & Student Success/Triton Athletics & Field House

MINIMUM QUALIFICATION:

- Bachelor's degree in Business Administration or related/relevant fields from any accredited college or university, with at least three (3) years of administrative experience.
- Experience in customer service and clerical work.
- Experience with procurement procedures and GovGuam procurement laws.
- Experience with Higher Education Database systems.
- Two (2) years of supervision experience with managing people.

NECESSARY SPECIAL QUALIFICATION:

- Valid Guam Driver's License may be required depending on assigned duties.

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:

Ability to work well as part of a team. Reliable, punctual, and able to follow instructions. Strong work ethic and commitment to maintaining a clean, safe environment. Knowledge in Colleague and UI Web. Knowledge in procurement procedures, considering GovGuam procurement law.

CHARACTER OF DUTIES:

Administrative and Office Support:

Compose and prepare correspondence for the signature of the authorized approving officer. Answer, screen, and route incoming phone calls and inquiries. Maintain accurate records, files, reports, and confidential documents. Assist with personnel-related paperwork, such as payments, work orders, invoicing, and other administrative forms. Maintain employee schedules, track attendance, and support payroll-related processes. Provide administrative support to the Athletics Director, including tasks using Colleague and UI Web systems. Expedite and process personnel action requests. Perform other administrative and related duties as required.

Meeting, Travel, and Event Coordination:

Assist in organizing meetings, conferences, training, and departmental events. Process and prepare travel requests, arrangements, and documentation as needed. Support event preparation by requesting quotations, coordinating with vendors, processing purchase orders, and assisting in event setup and execution.

Procurement, Budget & Financial Support:

Prepare purchase orders, requisitions, and supporting documentation. Request and review quotations, ensuring compliance with procurement procedures. Submit procurement requests to the appropriate offices and follow through to completion. Serve as the Petty Cash Custodian and assist with budget tracking and financial documentation.

ADMINISTRATIVE SUPPORT SPECIALIST # 022-26

Facility & Operations Support:

Coordinate with vendors, facility staff, and campus departments to ensure timely repairs and upkeep. Support administrative operations for the Triton Fitness Center, including scheduling, paperwork, and payments.

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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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Administrative.Support.Specialist.01/16/26
Approved by CHRO 01/16/26