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 20, 2026

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

***Announcement No.* 034-27**

Position Title

SENIOR ACADEMIC COUNSELING SPECIALIST

Salary Range:
UGPP/N-01 $54,918.00 to UGPP/N-18 $96,793.00 Per Annum

Opening Date: November 20, 2026
Closing Date: December 4, 2026

Location:
College of Natural & Applied Sciences

MINIMUM QUALIFICATION:
• Bachelor's degree in a STEM field, Counseling, or a field related to the area of assignment AND three (3) years' experience in teaching and/or academic advisement; OR
• Master's degree in a field appropriate to the assignment AND one (1) year experience.

PREFERRED QUALIFICATIONS:
• Degree in a STEM discipline (e.g., Biology, Chemistry, Computer Science, Mathematics, Agriculture & Life Sciences, or a related field).
• Experience advising first- and second-year college students, particularly in course scheduling and sequencing of mathematics and science prerequisites.
• Counseling or student advisement experience in a multicultural setting, including work with first-generation and Pacific Islander students.
• Experience using student information systems, degree-audit tools, and online advising/scheduling platforms.
• Teaching and community engagement experience.
• Eligible for licensure as a professional counselor in Guam.

NECESSARY SPECIAL QUALIFICATION:
Must have a 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.

NATURE OF WORK:
The Senior Academic Counseling Specialist reports to the Associate Dean, College of Natural & Applied Sciences (CNAS), and serves as the primary academic advisor for freshman and sophomore students in the CNAS STEM majors (Biology, Chemistry, Computer Science, Mathematics, and Agriculture & Life Sciences). The Specialist guides students in course selection, semester scheduling, and multi-year degree planning so that they complete foundational mathematics, science, and General Education requirements on time and progress smoothly into upper-division coursework. When students reach junior standing, the Specialist transitions them to faculty advisors in their major, who provide upper-division academic and career advising in the junior and senior years.
The Specialist also facilitates students' personal and academic growth by helping them connect their educational goals with early career interests and by strengthening their problem-solving, decision-making, interpersonal, self-management, and self-expression skills. The Specialist helps students identify barriers that impede academic progress, examine personal, educational, and social values, and connect with appropriate campus resources. The Specialist provides responsive, student-centered service and helps build efficient advising processes that allow students to focus on their academic success.
Occasional evening and weekend work may be required during registration, orientation, and outreach events.

SENIOR ACADEMIC COUNSELING SPECIALIST # 034-27

CHARACTER OF DUTIES:

Academic Advising and Course Planning (Freshmen and Sophomores)

• Serve as advisor of record for an assigned caseload of freshman and sophomore CNAS students; advise students individually and in groups on General Education, college core, and departmental requirements, course selection, academic policies and procedures, and campus resources.

• Develop and maintain an individualized semester-by-semester academic plan (degree map) with each advisee, sequencing mathematics, science, and major prerequisite courses to keep students on track for timely graduation.

• Advise students on placement and sequencing in gateway courses (e.g., mathematics and chemistry) using placement results, transcripts, and prior coursework; review transfer, Advanced Placement, and dual-credit coursework with the Registrar and academic departments.

• Advise students during initial, early, and regular registration periods; help resolve scheduling conflicts and course availability issues, and share projected course demand with department chairs.

The University of Guam is a U.S. Land Grant and Sea Grant institution accredited by the WASC Senior College & University Commission. UOG is an

equal opportunity provider and employer committed to island wisdom values of inadahi yan inagofli'e: respect, compassion, and community.

• Advise special populations within the scope of responsibility, such as first-time freshmen, transfer students, undeclared students exploring CNAS majors, students with disabilities, student veterans, and first-generation and underrepresented students.

• Advise undecided, probationary, conditionally admitted, suspended, or reinstated students to help them identify and overcome academic difficulties and develop an academic plan of action; conduct regular retention check-ins with students.

• Monitor advisee progress (e.g., midterm grades, early-alert reports, degree audits) and contact students at risk early to recommend interventions such as tutoring, schedule adjustments, or referral to support services.

Career Exploration and Transition to Faculty Advising

• Provide introductory career exploration by helping students connect their major to career pathways, internships, and undergraduate research opportunities; refer students to Career Development services and faculty for in-depth career counseling, which is provided by faculty in the junior and senior years.

• Coordinate with department chairs and faculty to assign students to faculty advisors when they reach junior standing, and prepare advising summaries to ensure a smooth hand-off and continuity of advising.

Records and Administration

• Utilize UOG information systems to support the delivery of advising and counseling services.

• Verify forms for accuracy, such as overload petitions, course withdrawals, and curriculum changes; assist students in preparing petitions.

•Maintain and manage advising records and confidential student records in accordance with FERPA and University policy.

• Collect and report advising data (e.g., caseload, retention, progression to junior standing) for annual assessment and evaluation reports and for grant reporting as required.

Programming, Outreach, and Referral

• Develop, coordinate, and conduct orientations, seminars, workshops, and other activities; teach decision-making and problem-solving strategies to students; develop and facilitate advisement training for professional staff and faculty advisors.

• Develop advising and resource materials (e.g., degree maps, advising guides) for student recruitment and retention programs; conduct advising workshops using the UOG platform; support CNAS recruitment and outreach events.

• Recognize students in distress and refer them to appropriate campus services (e.g., Counseling, Accessibility, Financial Aid, Tutoring); follow University protocols in crisis situations.

• Serve on committees as directed.

• Perform related duties as required to meet the academic advising and retention goals within the advisor's scope of responsibility.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

• Knowledge of (or ability to quickly learn) CNAS degree requirements, UOG General Education requirements, course prerequisite chains, and UOG academic policies and procedures.

• Knowledge of student development theory and academic advising best practices for first-year, transfer, and at-risk students.

• Skill in building multi-semester academic plans and in interpreting degree audits, transcripts, placement results, and transfer credit.

• Ability to communicate clearly and respectfully with students, families, faculty, and staff from diverse backgrounds.

•Ability to manage a large advising caseload, prioritize during peak registration periods, and meet deadlines.

• Ability to maintain confidentiality of student records in accordance with FERPA.

• Proficiency with Microsoft Office/Google Workspace and student information systems.

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.

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/.

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 19, 2026 09:46:30 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Senior.Academic.Counseling.Specialist.11/20/26
Approved by CHRO 11/20/26