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ANNOUNCEMENT

April 17, 2020

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

Announcement No. 048-20

Position Title

**BUSINESS ADVISOR/
BANK OF GUAM WOMEN IN BUSINESS PROGRAM COORDINATOR**

Salary Range:

UGPP/K-01 \$33,911.00 – UGPP/K-09 \$45,122.00 Per Annum
UGPP/K-01 \$33,911.00 – UGPP/K-18 \$59,768.00 Per Annum

Opening Date:

April 17, 2020

Closing Date:

May 02, 2020

Location:

School of Business and Public Administration (SBPA)/Guam Small Business Development Center (Guam SBDC)

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's degree in business or business-related field at least two (2) years experience in coordinating programs, workshops, seminars and conferences, including experience in developing comprehensive business plans in a small business, small business consulting, or commercial lending. Proficient in Microsoft Office software; or
- Five (5) years experience in business management and/or three (3) years in small business ownership; at least two (2) years experience in coordinating programs such as workshops, seminars, and conferences, including experience in developing comprehensive business plans in a small business, small business consulting or commercial lending. Proficient in Microsoft Office software.

PREFERRED QUALIFICATIONS:

Master's in Business Administration Degree from an accredited university. Knowledge in QuickBooks and Exporting.

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 Business Advisor/Bank of Guam Women in Business Program Coordinator reports to the Network Director, Pacific Islands Small Business Development Center (PISBDCN)/Guam Coordinator SBDC. The Business Advisor/ Bank of Guam Women in Business Program Coordinator provides a comprehensive range of small business based assistance including one-to-one client counseling in the area of business plan development; analyzes, prepares and structures financial statements such as cash flow projections, income statement and balance sheet; provides assistance in automated and manual record keeping systems; assists clients with market related issues such as advertising, promotional functions, market surveys and other related areas; provides assistance with loan application; implements and/or participates in SBDC orientation and training sessions including long-term classroom situations, single and multi-day conferences and provides follow-up services as necessary to attendees; responsible for coordinating all training and conference scheduling for the SBDC; gathering written feedback from clients who have received assistance for the purposes of program refinement and promotional purposes; engages in advocacy for small business interest by developing and promoting public awareness of SBDC programs and services; assists in the design, planning and development of training courses and conferences; assists in the development and implementation of the PISBDCN Strategic Plan; assists in the preparation of periodic statistical and programmatic reports to the PISBDCN and the U.S. Small Business Administration (SBA).

**# 048-20 BUSINESS ADVISOR/
BANK OF GUAM WOMEN IN BUSINESS PROGRAM COORDINATOR**

EDUCATION:

Applicants claiming degree or credit hours are required to provide 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 (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 the UOG's online employment portal system at <http://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 <http://www.uog.edu/hro> (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 Acting Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

JOSEPH B. GUMATAOTO
Acting Chief Human Resources Officer