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

June 8, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

## #070-23 ASSOCIATE DEAN, EMSS AND REGISTRAR

**Location:**

**Enrollment Management and Student Success**

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant, a sea-grant, and a space-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks the beautiful Pago Bay and the University's world-class Marine Laboratory and Water and Energy Research Institute of the Western Pacific. The University has 3,400 students, 47% of Asian ethnicity and 45% of Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open-admissions institution, the University awards degrees at the certificate, baccalaureate, and master's levels through its two colleges and four professional schools. The institution's mission of Ina (to Enlighten), Diskubre (to Discover), Setbe (to Service) serve as the foundation for the institution's Para Hulo' strategic plan, with its vision to transform lives and advance communities as a land-grant, a sea-grant, and a space-grant university. One of the university's key strategic initiatives is to be recognized as a research university centered in Island Wisdom. Island Wisdom acknowledges that Pacific ways of knowing and Western models of higher education are central to the institution's teaching, research, and service endeavors, and that balanced consideration of the ideas that emerge from them is essential to the prosperity and sustainability of island communities. Through its robust research portfolio fueled by extramural funding from competitive grants and contracts, the University delivers public value through dedicated and capable administration, faculty, students, and staff. As a complement to the research carried out at the institution, the University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students, and members of the communities we serve through the University of Guam Press. UOG is a safe and secure campus, where the institution places paramount importance on the physical, intellectual, emotion, and spiritual wellbeing of its students and employees. It fosters open dialogue and collegiality based upon mutual respect for diverse perspectives. The university has enacted processes to ensure the physical safety of the campus (most recent information may be accessed at <https://www.uog.edu/life-at-uog/safety-security>) and a policy that encourages open dialogue and respect for all points of view. Community responsive academic programs, robust research agenda, ample publishing opportunities, and commitment to community make the University of Guam an exciting place to be for many years to come.

**General Description:**

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam Associate Dean, EMSS and Registrar, reports to the Dean of Enrollment Management and Student Success, and is the second senior official responsible to lead, plan, organize, and manage the University's student service functions including the Office of Admissions and Records Management and serve as University Registrar.

**Character of Duties:**

Primary duties and responsibilities shall include, but not be limited to the following:

- Participate as a member of the Enrollment Management and Student Services (EMSS) leadership team, advise the Dean and other senior staff and faculty on student-related issues and on matters affecting the institution as a whole;
- Directly manage and lead the activities within the Office of Admissions and Records Management and serve as the University Registrar;
- Oversee and participate in supervision of class schedules for completeness and undergraduate catalog and graduate bulletin publications;
- Organize and administer the undergraduate and graduate student admission, records, registration and graduation functions including transcript evaluations and providing maximum service to students while ensuring efficient and effective workflow;
- Lead the process for the articulation of transfer credits, the coordination, evaluation, and certification of all prospective student graduation applications while overseeing the complete graduation process to include elements of the Commencement ceremony;
- Serve as the University Designated School Official for the Student Exchange Visitors Program (International Students);
- Support functional areas of the EMSS division, including Career Development, Counseling, Financial Aid/Triton One Stop Office, Residence Hall, Student Life, Student Health Office, TRIO Programs, AmeriCorps and Student Government Association;
- Collaborate with faculty and student services professionals to mentor and advise students in all facets of

## #070-23 ASSOCIATE DEAN, EMSS AND REGISTRAR

their education;

- Employ best practices in enrollment and student services to support of a community of students from richly diverse backgrounds;
- Advise and support the EMSS Dean with strategic recruitment, enrollment management and strategies, budget and financial aid policies;
- Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced student services offered through the Office of Admissions and Records Management;
- Serve as a key team member to design and implement the University's student information system
- Collaborate with the Office of Information Technology/Computer Center (OIT/CC) staff to ensure effective information security compliance procedures for student data;
- Provide timely reports on student enrollment, records, and admissions for relevant parties;
- Collaborate with school leaders on the design and implementation of effective financial aid strategies;
- Collaborate with the Deans, Associate Deans, and faculty curriculum chairs to implement and refine the curriculum of all University programs;
- Coordinate with the appropriate University leaders to ensure adherence and enforcement of federal and state regulations and University standards including ADA, Title IX, Violence Against Women Act (VAWA), Clery Act, and Family Educational Rights and Privacy Act (FERPA), etc.;
- Manage the Office of Admissions and Records Management operating budget and oversee the enrollment and student services budgets;
- Serve as a member of the University-wide committees including, but not limited to, the Academic Officers Council (AOC), Deans' Council, President's Council, Co-Chair Administrative Computing Committee and the Administrative (Admin) Council; and
- Perform other related duties as assigned.

### Qualifications:

#### Minimum:

- Master's degree in college student personnel, student services, higher education leadership and administration or related area;
- Five (5+) years of progressively more responsible professional experience in higher education overseeing core functional areas in Admissions and Records, Financial Aid, Registrar and Registration, Student Life, Career Development, Residence Halls and Counseling;
- Five (5+) years' experience leading and managing a professional staff;
- A collaborative and diplomatic style of leading and proven record of successful collaboration with diverse populations;
- Financial management and budgeting skills;
- Able to assess and enhance organizational effectiveness;
- Must be comfortable serving a diverse student body and committed to increasing the diversity and success of the student body;
- Strong organizational and interpersonal, oral and written communication skills; and
- Excellent technology and computer skills.

**Preferred:** Earned doctoral degree

### Salary Level:

\$75,767 - \$113,651 per annum

### Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

### Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

### Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

**Special Instructions for References:** Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

## #070-23 ASSOCIATE DEAN, EMSS AND REGISTRAR

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Mr. Lorenzo Eduvala, Search Committee Chair, [eduvalal@triton.uog.edu](mailto:eduvalal@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu), telephone number, (671) 735-2350 or fax number at (671) 734-6005.

**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.

### Application Deadline:

Optimal submittal date is July 8, 2023 (Chamorro Standard Time/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.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 (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.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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 and Title IX 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 Gumataotao (Jun 8, 2023 17:24 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer