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ANNOUNCEMENT

July 13, 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. 071-26

Position Title

PROFESSIONAL WORKFORCE SPECIALIST

Salary Range:

UGPP/O-01 \$60,875.00 - UGPP/O-10 \$83,568.00 Per Annum

Opening Date:

July 13, 2026

Closing Date:

July 27, 2026

Location:

Academic & Student Affairs/Enrollment Management & Student Success (EMSS)/Professional Workforce Voyage Office

MINIMUM QUALIFICATIONS:

- Master's degree and three (3) years of experience in higher education student or community programming.
- Experience working with admissions databases, Ellucian or other university information systems.
- Proven success in outreach, presentations, and/or event coordination related to student recruitment.

PREFERRED QUALIFICATIONS:

- Experience working in a small college or university setting.
- Knowledge of student support services and recruitment strategies.

NECESSARY SPECIAL QUALIFICATIONS:

- Willingness and ability to travel locally and regionally for recruitment events.
- Ability to work evenings and weekends as needed.
- Valid driver's license (if travel is needed).

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:

Serves as a representative and plans, coordinates, leads, and conducts career support programming and outreach to students, college fairs, community events, organizations, businesses, and agencies; provides accurate and engaging information on career programs; designs and uses event feedback tools to assess if career support services and student activities engage students to action. Develops and manages strategic relationships with employers, faculty, academic advisors, and external partners. Assists students through application and internship/employment process, including document submission and status checks; supports new, transfer, and returning students including helping students navigate Handshake and basic career planning. Develops and executes student career support strategies and outreach activities; contributes to the annual professional workforce plan; tracks and analyzes student data and professional workforce trends to improve student outcomes; and utilizes the university's Handshake system to monitor and follow up with students, ensuring a high-quality student internship experience. Collaborates with marketing and communication teams to ensure effective recruitment messaging and promotional materials; collaborates and liaises with schools, colleges, admissions and records, counselors, student life office, and other internal and external stakeholders to maintain frequent interaction and support to improve and enhance career support activities. The specialist has moderate to independent level of decision-making and discretion. The specialist has independent decision-making and is empowered to exercise judgement and discretion as it relates to administrative tasks that are needed to carry out the functions of the career support events and annual professional workforce plans. The specialist has moderate decision-making when assessing actions for professional workforce when assessing lead career support strategies, including, planning and conducting activities.

KNOWLEDGE, SKILLS, AND/OR ABILITIES:

Strong interpersonal and communication skills, including the ability to engage effectively with varied groups and individuals. Demonstrated ability to plan, execute, and evaluate recruitment strategies. Demonstrated ability to present to groups and

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engage diverse audiences. Ability to work independently and collaboratively in a fast-paced, goal oriented environment. Ability to manage multiple tasks in a fast-paced environment. Proficiency in Microsoft Office suites and experience with digital marketing tools or social media in recruitment contexts.

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).


Joseph Gumataotao (Jul 10, 2026 15:39:23 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Professional.Workforce.Specialist.07/13/26
Approved by CHRO 07/13/26