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ANNOUNCEMENT

June 6, 2025

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

#073-25 DIRECTOR, CENTER FOR EXCELLENCE IN DEVELOPMENTAL DISABILITIES, EDUCATION, RESEARCH & SERVICE (CEDDERS)

Location:

CEDDERS

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 Environmental 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 Tulos Mo’na 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/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.

Under the general administrative direction of the Senior Vice President for Academic and Student Affairs, the Center for Excellence in Developmental Disabilities Education, Research and Service (CEDDERS) Director is an administrator position responsible for the overall administrative duties of the unit. CEDDERS is one of 67 nationally designated Centers of Excellence. Directors must possess, according to the Developmental Disabilities (DD) Act which establishes such Centers, “Appropriate academic credentials; demonstrated leadership; expertise regarding developmental disabilities; significant experience in managing grants and contracts; and the ability to leverage public and private funds” DD Act Sec. 154 (a)(3)(G). In addition, the Director must also adhere to federal regulations governing each grant program under which CEDDERS receives federal funds. The CEDDERS Director supervises faculty assigned to the unit, as well as grant and externally funded professional and support staff with specified expertise.

Evaluation is done annually using the University of Guam (UOG) Administrator Evaluation process. If selected through a national search, as the UOG CEDDERS Director is not listed in the College and University Professionals Association-Human Resources (CUPA-HR) utilized by UOG, the position is benchmarked to the University Centers of Excellence (UCE) Director National salary conducted by the Association of University Centers on Disabilities (AUCD) (reviews Director salaries for the 67 National Directors) and is equivalent to CUPA-HR salary range for Associate Dean/Director of Extension Service. Individual selected for this position requires federal approval from U.S. Department of Health and Human Services (HHS), Administration for Individuals with Developmental Disabilities (AIDD), as per the Act listed above. UOG CEDDERS was chartered as an Interdisciplinary Teaching, Research and Service Unit and performs all three university functions. CEDDERS has historically been administratively organized as a “Research” Unit, but is also defined in the current UOG structure, under the heading of Service Units. Cooperative Extension Service (CES) at UOG also is under this category.

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Character of
Duties:

- Major duties and responsibilities shall include, but not be limited to the following:
- Administer federal, local, and regional grants and contracts
 - Facilitate quarterly advisory council meetings with stakeholders
 - Compile annual report as well as continuation applications
 - Submit annual data report to National Information Reporting System (NIRS) regarding all CEDDERS activities
 - Attend annual AUCD and other meetings regarding interdisciplinary training, technical assistance, research and dissemination in all areas of emphasis (health, education, early intervention, early childhood, quality assurance, housing, transportation, employment, assistive technology, etc.) to set priorities for forthcoming year, to report on Guam’s progress, and to develop new skills, identify funding and collaborative resources
 - In coordination with University leadership, correspond, communicate and liaise with appropriate local leaders such as the Governor, Members of the Guam Legislature, and Agency and Department Heads, as well as Federal Legislative and Congressional representatives for reauthorization of annual funding appropriation
 - Prepare annual budgets, budget reports, progress reports and research/surveys in accordance with prescribed local and federal laws and Institutional Review Board (IRB) provisions
 - Assume responsibility for the day-to-day running and operations of UOG CEDDERS including the safe operations and maintenance of all physical amenities and infrastructures; and ensure Americans with Disabilities Act (ADA) compliant CEDDERS facilities
 - Assume an active teaching and research and service role within CEDDERS fostering collaborative ties
 - Maintain oversight of all teaching, research, service and dissemination activities
 - Maintain oversight of faculty, staff and student activities as they relate to UOG CEDDERS and UOG’s missions
 - Encourage active grantsmanship in disability related areas
 - Maintain the visibility of CEDDERS locally, regionally, nationally and internationally, through CEDDERS websites, social media, displays, brochures, booklets, institutional technical reports, journal articles, conferences etc.
 - Promote community outreach teaching and training activities; respond to outside inquiries relating to CEDDERS core activities
 - Participate in University-wide planning, accreditation and assessment activities
 - Perform other duties as assigned.

Qualifications:

Minimum: Master’s degree in a disability related field or Special Education from a U.S. regionally accredited institution and foreign equivalent; Demonstrated teaching, service, research/evaluation, dissemination, and grantsmanship record essential; Five (5) years experience working in a program that plans with individuals with disabilities and their families in the development, implementation, and evaluation of best practices that reflect inclusive, culturally relevant support and services that influence improved well-being of individuals with disabilities and their communities; Demonstrated competence in a supervisory role; Demonstrated ability to work with culturally diverse groups.

Desired: PhD, EdD, or MD degree in a disability related field or Special Education from a U.S. regionally accredited institution and foreign equivalent; Personal experience as an individual with a disability; parent; sibling; or family member; Familiarity with the languages, cultures, and service delivery systems in Guam and the Western Pacific supporting individuals with disabilities and their families; Entrepreneurial spirit reflected by record of leveraging and managing funds; At least 5-years experience in administration/supervisory role.

Minimum
Knowledge,
Abilities and
Skills:

- Understanding of UOG CEDDERS’ mission and role in Guam and throughout the region
- Conversant with the intent and purpose behind the federal University Centers for Excellence on Developmental Disabilities (UCEDD) program and national network of Centers
- Understanding of the purpose of the HHS/AIDD base annual appropriations that support UOG CEDDERS
- Fluent in budgetary and procurement procedures and requirements as they pertain to the day-to-day running of the Center
- Demonstrated organizational and leadership skills
- Ability to compile electronic reports, surveys, grant application packages and upload to appropriate websites
- Ability to establish and maintain successful collegial relationships with faculty and staff within the unit and with senior university executives
- Individual must be well rounded and well versed in a variety of disciplines, and possess the ability to foster interdisciplinary collaboration
- Documentation of creativity and visioning skills in providing leadership in the disability field
- Demonstrated Problem solving skills
- Interpersonal skills demonstrated by ability to form strategic partnerships within higher education, between higher education and within community organizations and with other agencies

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	<ul style="list-style-type: none">• Leadership and program management skills• Evidence of Knowledge of disability issues and federal disability policies through academic training, or continuing education, or work experience
Salary Level:	\$107,744 - \$161,616 per annum
Appointment/ Relocation:	The position is a full-time (12 month) academic administrative appointment and requires the hired applicant to relocate to Guam and work on campus. 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:	<p>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:</p> <ol style="list-style-type: none">(1) Letter of application that describes candidate's qualifications(2) Curriculum vitae(3) Copies of all graduate and undergraduate transcripts <p>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.</p> <p>Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Alicia C. Aguon, Search Committee Chair, aliciaaguon@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.</p> <p>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.</p>
Application Deadline:	<p>Application will be received no later than July 7, 2025 (Chamorro Standard Time/UTC+10).</p> <p>(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)</p> <p>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.com. 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.</p>
Work Eligibility:	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

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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 6, 2025 14:55 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer