



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 education programs or activities.

ANNOUNCEMENT

August 28, 2026

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

#074-26 DIRECTOR OF RESIDENCE HALLS

Location:

University
Information:

General
Description:

Character of
Duties:

Enrollment Management and Student Success

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 University also offers a professional doctorate degree in Instructional and Academic Leadership (its first-ever online doctoral program) through the School of Education. 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.

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 Dean of Enrollment Management and Student Success (EMSS), the Director of Residence Halls is responsible for the administration and operations of the University Residence Halls. The Director of Residence Halls is expected to provide a welcoming and vibrant community that fosters a clean, safe, and positive environment, enhances the student experience, and encourages students to develop their full potential. The Director of Residence Halls will conduct staff and student development, resident outreach, community building and attend to facilities and the administrative operations of the Residence Halls. Functional duties are described below and may be adapted to respond to the department’s evolving needs.

This is a challenging professional position of an administrative and supervisory nature responsible for a self-sustaining unit activity. The Director of Residence Halls works with wide latitude in the exercise of independent judgment and action to plan, organize, coordinate, and direct the operations of the University Residence Halls. The position is required to work with groups of students from diverse cultural and educational backgrounds. Monthly and annual reports of the organizational, disciplinary, instructional and financial activities of the University Residence Halls are prepared, submitted, and reviewed through regular meetings with the Dean of Enrollment Management and Student Success.

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

Operational Management: The Director of Residence Halls is considered a University essential employee and may be required to work on weekends and after regular working hours to provide essential services for students. This may include official closure of the University due to extreme weather or other emergencies and in the absence of other essential employees; the Director oversees all operations of the Residence Halls to include (but not limited to: oversees room assignment processes, occupancy reporting, contract agreements, and hall opening/closing logistics; manages room reservations and room changes using the Residence Halls database; maintains an electronic inventory of all supply and property of the Residence

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	Halls; conducts weekly building walk-through and reports on-going facility, safety, and security needs; proposes UOG policies and procedures relative to the Residence Halls living in accordance with UOG rules and regulations and laws of the Territory of Guam for consideration by management and adoption by the Board of Regents. Staff Leadership: Supervises, trains, and evaluates Resident Assistants (RAs) on a regular basis to augment the necessary personnel needed to provide better living conditions for the residents; designs recruitment campaigns to select RAs who reflect the diverse residential student body; establishes team-building frameworks that foster morale, peer accountability, and clear boundaries between RA student and staff identities; establish the master framework for RA night and weekend on-call schedules, incident escalation paths, and rounds protocols across all dorm buildings; ensures consistent incident reporting standards by auditing daily logs, duty logs, and shift handoffs; trains RAs to balance policy enforcement (conduct, noise, alcohol violations) with rapport-building so they act as community mentors rather than purely punitive figures; coaches RAs through complex resident roommate mediations and intervenes when disputes escalate beyond peer-level resolution; directs end-of-year RA performance review systems, providing actionable feedback, and managing performance improvement plans or dismissals when standards are not met. Crisis & Risk Response: Serves as the senior administrator on-call to manage critical incidents (medical emergencies, self-harm risks, severe facility failures, or safety threats), student crises, and student conduct violations; responds to crisis or emergency situations, including providing guidance to staff and residents, in accordance with UOG rules, regulations, and policies; documents incidents, writes student conduct reports, corresponds effectively with students through appointment and sanction letters; serves as the Residence Halls’ first point of contact for conduct/behavior to help create a positive community environment in which students assume responsibility for their actions; investigates resident complaints and grievances in accordance with the Residence Halls and University policy; coordinates efforts with Safety Office and Security Office to ensure the safety and security of the residents Facility Coordination: Partners with Facilities Management to coordinate maintenance, renovations, room inspections, and health/safety checks; plans, organizes, coordinates and directs the operations of the Residence Halls; prepares occupancy reports on a monthly basis; conducts building and room inspections; prepares room condition reports; prepares reports at the beginning and end of each semester; inspects rooms and determines security deposit refunds/forfeitures at the end of the academic year. Student Experience: Selects residential curriculum models, community programming, and living-learning communities to promote retention and student success; coordinates with Student Health, Student Counseling Services and Career Development programs for assistance with family planning, alcohol and drug dependency and other related matters; attends all departmental and divisional training sessions and workshops, as required, which may include planning and facilitating training sessions for the Residence Halls and departmental staff; maintains and implements recreational equipment and activities and programs for the residents; promotes staff and student engagement in planning and developing programs to meet the diverse needs of the residents. Budget: Prepares fiscal year budget plans; prepares periodic reports of the Residence Halls operations and activities for review and discussion with the Dean of Enrollment Management and Student Success; prepares budget reports and maintains proper bookkeeping and accounting of the Residence Halls budget; develops, plans, and monitors innovative strategic plans that support the self-sustaining nature of the Residence Halls. Perform other duties as assigned.
Qualifications:	Minimum: • An earned master’s degree in Higher Education Administration, Student Affairs Administration, Counseling, Educational Leadership, or a related field from a U.S. regionally accredited institution or foreign equivalent university; OR • An earned bachelor’s degree in Higher Education, Business/Public Administration, Social Sciences, Education, or a related field from a U.S. regionally accredited institution or foreign equivalent university AND three (3) to five (5) years of progressively responsible professional experience in student housing/residence life, student affairs, or related student services. • Demonstrated experience in student conduct management, on-call crisis response, and residential facility operations. • Excellent administrative, interpersonal, written, and oral communication skills. • Demonstrated experience working effectively with college/university students and staff from diverse cultural and educational backgrounds. Preferred: • An earned master’s degree in Higher Education Administration, Student Affairs, or related field. • Prior supervisory experience overseeing professional or student staff. • Direct experience with housing management and budget administration.
Key Competencies and Skills:	• Crisis & Emergency Management: Ability to manage on-call rotations, respond to campus emergencies, handle mental health or behavioral crises, and resolve conflict. • Operations & Budgeting: Experience managing multi-building facility budgets, occupancy allocations, housing contracts, and maintenance/procurement operations.

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	• Policy & Compliance: In-depth knowledge of student conduct processes, risk management, Title IX enforcement, and campus safety protocols. • Community & Programming: Skill in designing residential curriculum, living-learning communities (LLCs), and student retention initiatives.
Salary Level:	\$57,418 - \$86,127 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:	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. Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Gena A. Rojas, Search Committee Chair, rojasg@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. 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:	Application will be received no later than September 18, 2026 (Chamorro Standard Time/UTC+10). (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.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.
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.

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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).


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