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# ANNOUNCEMENT

September 8, 2025

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. 080-25

Position Title

**SENIOR STUDENT RECRUITMENT SPECIALIST**

Salary Range:

UGPP/N-01 \$54,918.00 - UGPP/N-10 \$75,392.00 Per Annum

Opening Date:

September 8, 2025

Closing Date:

September 19, 2025

Location:

Academic & Student Affairs/Enrollment Management & Student Success/Admissions & Records

MINIMUM QUALIFICATION:

- Bachelor's degree in Marketing, Communications, Education, Public Administration, Political Science, or a related field.
- Two (2) to four (4) years of progressively responsible experience in student recruitment, advising, community outreach, and education especially in island communities.
- Demonstrated experience and proven success in organizing outreach, presentations, participating in culturally relevant education events, campaigns, or student engagement efforts related to student recruitment.
- Experience in data analysis or experience using dashboards or other forms of databases for student outreach and tracking.
- Experience working with admissions databases such as WEB UI (Ellucian), or other university information systems.

PREFERRED QUALIFICATIONS:

- Master's degree in Higher Education, Public Administration, Micronesia Studies, Pacific Studies, or a related field.
- Knowledge of student support services and recruitment strategies.
- Experience working in a small college or university setting.
- Deep understanding of island cultures, languages, and community structures.
- Ability to build trust with students, families, and regional partners across Guam and the surrounding Pacific area.
- Strong public speaking, storytelling, and communication skills.
- Knowledge of enrollment practices and barriers specific to Pacific Islander students.

NECESSARY SPECIAL QUALIFICATION:

- 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: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops and executes student recruitment strategies and activities to support the university's enrollment goals; leads, manages, and executes recruitment and outreach activities to attract prospective undergraduate and/or graduate students. Develops, leads, and executes annual recruitment plan; track and analyze prospective student data, recruitment trends to refine recruitment strategy for maximum impact; utilize the university's customer relation management (CRM) system to track and follow up with prospective students, ensuring a high-quality student experience. Serves as a lead representative and plans, coordinates, leads, and conducts recruitment and outreach to high schools, college fairs, community events, organizations, businesses, and agencies; design and use event feedback tools to ensure and assess if recruitment and student activities engage students to action. Bridge institutional values with community expectations. Develops and manages strategic relationships with high school counselors, community college advisors, and external partners. Collaborates with marketing and communications teams to ensure effective recruitment messaging and promotional materials; collaborate and

## SENIOR STUDENT RECRUITMENT SPECIALIST # 080-25

liaise with schools, colleges, admissions and records, counselors, student life office, and other internal stakeholders to maintain frequent interaction and support to improve and enhance recruitment activities.

### **KNOWLEDGE, ABILITIES AND/OR SKILLS:**

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. Ability to work independently and collaboratively in a fast-paced, goal oriented 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 have 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 (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.

### **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 (Sep 5, 2025 16:07:19 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

Senior.Student.Recruitment.Specialist.09/08/25  
Approved by CHRO 09/08/25