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ANNOUNCEMENT

September 16, 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. 081-26
<u>Position Title</u>		
RESIDENCE LIFE COORDINATOR		
<u>Salary Range:</u>	<u>Opening Date:</u>	September 16, 2026
UGPP/L-01 \$45,262.00 - UGPP/L-09 \$60,225.00 Per Annum	<u>Closing Date:</u>	September 29, 2026
<u>Location:</u>		
Academic & Student Affairs/Enrollment Management & Student Success/Residence Life Office		

MINIMUM QUALIFICATION:

- Bachelor's degree from an accredited college or university, with five (5) years of full-time, professional work experience related to student housing, residence life, administrative support, and/or programming.
- Two (2) years of Residence Life live-in experience in a University setting.
- Two (2) years of experience working with databases such as Ellucian, Formstack, Colleague, or other university information systems.
- Two (2) years of experience in organizing and facilitating orientations, workshops, events, and activities.
- Two (2) years of experience supervising, training, and managing people.
- Two (2) years of experience with managing accounts, budgeting, and processing requisitions following procurement procedures.
- Understanding and appreciation for the complete college life student experience in connection to Residence Halls communal living and supporting the University's mission in working to provide safe clean facilities and excellent Residence Life programming to student-residents.

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:

Administrative and Office Support:

Assisting the Director in managing daily office operations and procedures for the three residence halls; preparing, creating, and updating official documents (Residence Halls applications/contract(s), reports, policies, and forms); screening of submitted applications every semester/academic year; liaison to the Director with respect to communicating with residents regarding living conditions, addressing maintenance issues, IT concerns, and other issues that may arise; daily counter service and assisting residents and visitors with inquiries, concerns, or issues; creating masterlist data and room assignments every semester; managing inventory of supplies/materials, equipment, appliances, and furniture for repairs or purchase; mail pick-up, preparing memoranda, letters, forms, and requests; updating website and social media, disseminating mass announcement or information to residents; filing documents; responding to emails and answering phone calls.

Accounts Management:

Assists the Director in fiscal year budgets; processing abstract requisitions/bid contracts or proposals; submitting receiving reports and payment requests; reviewing and submitting quotations for supplies and services needed; purchasing/ordering materials; posting changes and fees online for Residence Halls residents and visitors; creating invoices, processing annual sanitary permits; petty cash/change fund custodian; assisting Business Office with weekly collection of laundry revenues.

Hiring and Supervising:

Assisting in selecting residents as Resident Assistants (RAs) and student-cleaners; assists the Director in training, supervising, and evaluating RAs and cleaners with assigned wing/floor duties, tasks, and responsibilities; creating work schedules for office, cafeteria, and hallway duties; ensuring tasks/duties are completed in a satisfactory manner.

Planning and Coordinating:

Planning and coordinating with Residence Life Office staff meetings, events, activities, and workshops for residents. Collaborate with Residence Halls Governing Council (RHGC), student councils, University or other

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programs/organizations to facilitate events and workshops, schedule meeting/appointments for Director, schedule/conduct floor meetings/orientations for residents, plan room inspection dates, fire drills, and safety trainings.

Other Duties and Responsibilities:

Include reporting of any damages, unsafe conditions of facilities, violation of codes, and residential concerns to the Director. Assists in ensuring proper use of common areas throughout the Residence Halls, which includes resolving usage disputes, monitoring activities held within premises. Assist the Director with emergency preparedness for medical, natural disasters, or even resolving conflicts between residents.

KNOWLEDGE, SKILLS, AND/OR ABILITIES:

Ability to demonstrate discernment and discretion in handling confidential and sensitive details pertaining to residents living at the Residence Halls. Ability to provide and maintain a clean and safe living environment for residents and ensure compliance with Public Health regulations and University health and safety protocols. Ability to manage and respond to emergencies (medical, behavioral, natural disasters, etc.) in a calm and effective manner. Ability to manage and work well with multi-diverse individuals. Proficient technical skills in Microsoft Word, Excel, Outlook and tools used for online meetings/workshops (such as Zoom), power point/graphic designs for presentations and flyers for activities and workshops, WhatsApp, and social media. Organizational and multi-tasking skills. Excellent customer service and communication (verbal and written) skills. Leadership skills and strong work ethic. Critical thinking and problem solving skills.

SPECIAL WORKING CONDITIONS:

Normal work schedule will require on-call availability for emergency purposes (weekends, nights, and/or early mornings).

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.

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).

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Joseph Gumataotao (Sep 16, 2026 15:53:03 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Residence.Life.Coordinator:09/16/26
Approved by CHRO 09/16/26


Maria Ann Garcia (Sep 16, 2026 15:58:02 GMT+10)