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# ANNOUNCEMENT

July 29, 2019

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 083-19

## Position Title

PACIFIC ISLANDS SMALL BUSINESS DEVELOPMENT CENTER NETWORK DIRECTOR

### Salary Range:

UGPP/O-06 \$60,094.00 – UGPP/O-18 \$87,943.00 Per Annum

Opening Date: July 29, 2019

Closing Date: August 9, 2019

### Location:

University of Guam, School of Business and Public Administration (SBPA)/Pacific Islands Small Business Development Center Network (PISBDCN)

### MINIMUM QUALIFICATIONS:

- Master's Degree in Business Administration (MBA) or Master's Degree in a business-related field from a U.S. accredited institution or foreign equivalent and at least five (5) years administrative/management experience in a business, corporation, or agency dealing with the business community; or two (2) years direct experience in a Small Business Development Center (SBDC) or similar small business assistance program; **OR**
- Bachelor's Degree in Business Administration or associated discipline such as economics, marketing, sales, or finance from a U.S. accredited institution or foreign equivalent and eight (8) years administrative/management experience in a business, corporation or agency dealing with the business community; or five (5) years must be direct experience in a Small Business Development Center (SBDC) or similar small business assistance program.
- Demonstrated competency in written and oral presentations.

### PREFERRED MINIMUM QUALIFICATIONS:

- Experience as a Small Business Development Center (SBDC) State Director, Associate Director, and/or Counselor;
- Current or past certification as a SBDC Small Business Counselor;
- Familiar with SBA, SBDC, and ASBDC reporting requirements;
- Demonstrated experience in business consulting and able to apply business management principles, practices, and techniques;
- Small business ownership or business management experience;
- Experience in administration, teaching, and/or professional development training;
- Demonstrated experienced in grant writing and/or grant administration.

**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.

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

Effective communication skills and the ability to work with people; proficient in the use of computer hardware and standard business software programs (may be required to demonstrate knowledge and skills); must be willing and able to travel frequently, as needed, throughout the PISBDCN service area; must be willing and able to accept mid- to long-term temporary assignments (two to six months) throughout the PISBDCN service area, as needed; strong time management and organizational skills; oral communication: effective individual and group engagement with a wide variety of individuals, organizations, and the general public; written communication: ability to generate traditional and electronic correspondence, develop successful funding proposals and ensure high-quality marketing communications; execute the mission, vision, and values of the organization; exercise initiative and appropriate independent judgement.

### CHARACTER OF DUTIES:

The Network Director will administer Pacific Islands Small Business Development Center Network (PISBDCN) programs in support of the growth and economic development of the U.S. affiliated Pacific Islands, at present, the U.S. Territory of Guam and its membered Service Centers located in the Federated States of Micronesia (Yap, Kosrae, and Chuuk), Republic of Palau, and the Commonwealth of the Northern Mariana Islands by providing management and technical assistance to existing and prospective small businesses: program development and management; development and implementation of the strategic plan; promotion and public relations; budgeting and finance (including grants

management); resource development; reporting; quality control; oversight of standard operating procedures. The Network Direct will also serve as the Guam Small Business Development Center (SBDC) Director.

**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 <http://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 the UOG's online employment portal system at <http://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 <http://www.uog.edu/hro> (under Links).

**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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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