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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. 083-26

Position Title

SENIOR STUDENT ACADEMIC COUNSELING SPECIALIST

Salary Range:

UGPP/N-01 \$54,918.00 - UGPP/N-07 \$68,648.00 Per Annum

Opening Date:

September 16, 2026

Closing Date:

September 29, 2026

Location:

Enrollment Management & Student Success/Student Counseling Services and Advising Services

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Counseling, or field related area of assignment AND three (3) years of experience in teaching and/or advisement; OR
- Master's degree appropriate to the field assignment AND one (1) year of experience in teaching and/or advisement; OR
- Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved

PREFERRED QUALIFICATIONS:

- Knowledge of and three (3) years of experience of enrollment systems and software in higher educational institutions; AND
- Knowledge of and three (3) years of experience with educational policies such as academic policies, regulations, and procedures related to enrollment, registration, retention, and advising.

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.

NATURE OF WORK:

The Senior Student Academic Counseling Specialist reports to the Dean of Enrollment Management and Student Success (EMSS) and supports students' academic, personal, and career development through advising, educational planning, and student success initiatives. The Specialist provides student-centered, culturally responsive support that fosters a sense of belonging and helps students navigate their educational journey from enrollment through completion.

Academic Advising and Student Success Responsibilities

The Specialist assists students in identifying and achieving their educational and career goals by promoting informed decision-making, academic success, persistence, and timely degree completion. The position supports students in addressing barriers to success and connects them with appropriate campus and community resources to enhance their overall educational experience.

Outreach, Programming, and Institutional Support Responsibilities

The Specialist contributes to initiatives that support student engagement, enrollment, retention, and success through educational programming, outreach, collaboration, assessment, and institutional service. The position works closely with faculty, staff, and community partners to advance the mission and goals of Enrollment Management and Student Success.

DUTIES AND RESPONSIBILITIES:

Academic Advising and Student Success Responsibilities

Provide individualized and group advising to students regarding academic requirements, degree pathways, course selection, academic policies and procedures, registration, and available campus resources; Advise special populations, including new and transfer students, undeclared majors, student veterans, students with disabilities, and other designated student groups; Assist students in exploring academic programs, developing educational and academic success plans, and addressing barriers that impede academic progress; Conduct retention check-ins; Coordinate crisis intervention and counseling referrals; Maintain advising records; Verify academic forms and petitions; Utilize university information systems and admissions databases to support advising and counseling services.

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Outreach, Programming, and Institutional Support Responsibilities

Develop, coordinate, and facilitate workshops, orientations, seminars, presentations, student success programming, and other educational activities that promote student engagement, persistence, and completion; Develop advising and resource materials that support student recruitment, enrollment, retention, and success initiatives; Facilitate training opportunities for faculty and staff; Support assessment and reporting activities; Develop lessons and teach FY101 First-Year Seminar or related student success topics as assigned; Contribute to institutional service through committee participation and collaborative initiatives that advance Enrollment Management and Student Success (EMSS) goals.

Other Duties as Assigned

Perform related duties and responsibilities as required or deemed necessary to support the academic advising, student success, retention, enrollment, persistence, and completion goals of Enrollment Management and Student Success (EMSS).

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 (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.

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 the date 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 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 <https://www.uog.edu/life-at-uog/safety-security>. (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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

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