



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

July 18, 2025

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

## #084-25 VICE PRESIDENT, ADMINISTRATION AND FINANCE/ CHIEF BUSINESS OFFICER

**Location:**

**Administration and Finance**

**University  
Information:**

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.

**General  
Description:**

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.

The Vice President, Administration and Finance (VPAF)/Chief Business Officer (CBO) reporting to the President is the executive officer responsible for finance, human resources, plant and facilities, information technology, auxiliary services, safety and security, risk management and food services consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. The VPAF and CBO serves as a member of the President’s cabinet and supports the achievement of institutional purposes and educational objectives through the formation of strategic direction with the President and vice presidents, the development and implementation of policy, and the leadership of financial and administrative resources in a manner that creates a sustainable environment for student learning. Institutional dimensions, within which the VPAF operates, includes: 3,900 students, gross revenues and appropriations ~\$100 million (M), 830 full-time and part-time employees with personnel expenses \$45M, assets \$135M, investments \$20M, and 22 major buildings on 600+ acres including a main campus and five satellite areas. The VPAF manages a staff of over 100 and administers A&F budgets of ~\$11M. Direct reports are Comptroller, Chief Human Resources (CHRO), Director, Facilities Management and Services (DFMS), Chief Information Officer (CIO), Associate Budget and Administrative Processes Officer (ABAPO), Auxiliary Services Director, Field Safety Administrator, and a contracted security force.

**Character of  
Duties:**

- Primary duties and responsibilities shall include, but not be limited to the following:
- Chief business officer responsible for leading, planning, and directing administration and finance resources and operations;
  - Financial and administrative advisor to the Board, President, and executive officers;
  - Formulates and implements institutional goals, objectives, strategies, policies, and initiatives with the President and vice presidents;

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- Promotes institutional values and enhances the University’s Image through a culture of high performance and continuous improvement;
- Maintains continuous lines of communication, keeping the campus community informed of all critical issues;
- Directs institutional finances and investments through the Comptroller;
- Manages institutional risk, controls, and accountability through the Comptroller;
- Leads the development and financial management of annual operating and capital budgets through the ABAPO;
- Directs the development and management of campus facilities in accordance with the Facilities Master Plan and through the Athletics Director;
- Interprets applicable laws and regulations relating to human resources and employment through the General Counsel and CHRO;
- Develops administrative and academic systems and networks through the CIO;
- Manages safety and security through the Safety Supervisor;
- Provides accurate and timely reporting of financial and administrative information to the Board of Regents;
- Staffs the Board of Regents’ committees on Budget, Finance, Investment, Audit, and on Physical Facilities;
- Serves as an ex officio member of the Research Corporation board and oversees RCUOG activities through the Executive Director;
- Works collaboratively with the UOG Endowment Foundation related to capital campaigns and facilities development;
- Works cooperatively and collaboratively with the campus community, including the Faculty Senate, the Faculty Union, the Administrative Council, the Staff Council, and the Student Government Association;
- Chairs the University Planning and Budget Advisory Committee and serves on the Administrative Council;
- Represent the University with local and federal government officials; public auditor and external auditors; banking and insurance industry; architectural, engineering and construction firms; and other external contacts;
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with the University needs and policies; and
- Perform other duties as assigned.

**Qualifications:** **Minimum:** Master’s degree in accounting, business, engineering or a field related to the Administration and Finance units from a US accredited college/university or foreign equivalent; Minimum five (5) years of combined work experience in management, policies and finance; and Knowledge of accounting standards and administrative policies, procedures, and processes.

**Preferred:** Certified Public Accountant (CPA); Certified Government Financial Manager (CGFM); Accredited Investment Fiduciary Professional Engineer (PE); or other credential relevant to the Administration and Finance units; Experience in higher education, financing of capital projects, fund accounting, audit, procurement, and budget development; and Strong oral and written communications and ability to work effectively with the public, students, employees, and officials at all levels.

**Salary Level:** Salary Negotiable

**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

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Application  
Deadline:

Work  
Eligibility:

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. Sharleen Q. Santos-Bamba, Search Committee Chair, [sbamba@triton.uog.edu](mailto:sbamba@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto: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 will be received no later than August 18, 2025 (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>.

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.

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