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ANNOUNCEMENT

August 14, 2025

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. 085-25

Position Title
ATHLETICS MANAGER

Salary Range:
UGPP/K-01 \$41,372.00 - UGPP/K-07 \$51,715.00 Per Annum

Opening Date: August 14, 2025
Closing Date: August 27, 2025

Location:
Academic & Student Affairs/Enrollment Management & Student Success/Triton Athletics & Field House

MINIMUM QUALIFICATION:

Two (2) years of experience in sports management, or two (2) years of participation in high school or college varsity sports, with a Bachelor's degree in Physical Education, Sports Administration, or a related field.

NECESSARY SPECIAL QUALIFICATION:

Valid Guam Driver's License and reliable transportation to off-campus events and activities.

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:

Under the direct supervision of the UOG Athletics Director, the Athletics Manager will perform the following major responsibilities. Schedules all events in the UOG Calvo Field House to include varsity athletics, recreation/intramurals, rental events, UOG events, international events, concerts, songfests, and any other event to be hosted inside the UOG Calvo Field House. Markets and promotes Triton Athletics and Field House to the UOG community, the public, businesses, and other groups on the island of Guam. Supervises Triton Athletics (including the Recreation Program) activities both on the UOG campus and athletic events held off campus but under the arm of Triton Athletics and Field House. Serves as the supervisor and planner for all summer camps and other clinics for the Triton Athletics. Supervises and updates the UOG Athletic Website for Triton Athletics and Field House schedules and articles. Maintains and improves infrastructure of the UOG Calvo Field House by working with the UOG Plant Management Department and other units on the UOG campus that help maintain the field house.

Additional responsibilities are as follows. Sets up for athletic games and events at the UOG Calvo Field House, the Triton Soccer/Rugby Field, and other athletic venues both on and off campus as needed. Serves as the Triton Athletics and Field House supervisor or representative at athletic games and events on campus and with off-campus leagues. Acts as Athletics and Game Supervisor for: student workers, concession workers, fitness sales, filming of games and activities, game officials, table staff, and any other staff or workers involved with athletic activities. Works with Recreation Program staff to schedule Triton Fitness Center and intramural and club activities in the UOG Calvo Field House and associated outdoor facilities to include the soccer/rugby field and tennis courts. Manages and promotes Triton Athletics and Field House through social media and other media resources to include press releases about the following: Varsity Athletics, Triton Athletic Booster Club, Athletic Hall of Fame, Wall of Fame/Student-Athletes of Character Wall, Recreation Program, Triton Rentals, Major Outside Athletic Events and Rental Events to use the UOG Calvo Field House, Outside leagues with whom Triton Athletics participates, Triton Sports Zone podcast, and any other activities or events that Triton Athletics and Field House is associated with. Markets and promotes the UOG Calvo Field House for "Triton Rentals" to: UOG and GCC Students for student activities, UOG Faculty, Staff, and Administrators, High School Sporting Championships and All-Star Games, Local Community, Guam Businesses, International Businesses and Sports, Sports Groups and Leagues, Fundraising Groups, Concert Groups, and other potential businesses, civic groups, or outside groups. Works with and help manage Triton Athletics and Field House staff to include: Field House Maintenance, Recreation Staff, Administrative Assistant, Student Workers, and Event Workers. Works with the Administrative Assistant to order, receive, and maintain team uniforms and inventory. Works with Recreation Program to manage and grow Triton Fitness Center memberships to include student, staff, faculty, and outside Field House users.

ATHLETICS MANAGER # 085-25

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of game management, set-up, and take-down of athletic equipment for sporting games. Supervisory skills over student and game workers. Ability to prioritize scheduling of physical education classes, athletic and recreation activities, and rental events in the UOG Calvo Field House. Ability to work with multiple staffing populations in a single department or unit. Ability to work with multiple departments on a university campus toward a single goal. Ability to work with off-campus groups for athletic leagues, athletic events, and rental groups of various designs. Knowledge of various social media platforms and the ability to market and promote all aspects of Triton Athletics and Field House. Knowledge of summer camps and youth activities.

SPECIAL WORKING CONDITIONS:

Normal work schedule may include weekends, nights, and/or flexible shifts based on departmental needs.

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 (Aug 13, 2025 11:40:11 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Athletics Manager: 08/14/25
Approved by CHRO 08/14/25