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ANNOUNCEMENT

September 18, 2026

UNIVERSITY-WIDE SOLICITATION TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME FEDERALLY FUNDED POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 088-26

Position Title **CEDDERS DISABILITY DIGITAL MEDIA SPECIALIST**

Salary Range:

UGPP/M-1 \$49,731.00 – UGPP/M-18 \$87,650.00 Per Annum

Opening Date:

September 18, 2026

Closing Date:

October 1, 2026

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service
(Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in graphic design, advertising, marketing, communications, or a related field from a U.S. accredited institution or foreign equivalent.
- Three (3) or more years of professional experience in graphic design and video production working on diverse projects from concept through execution, or any equivalent combination of education and experience that demonstrates comprehensive skills in graphic design, video production, and web design.
- Extensive experience working in digital photography and videography.
- High proficiency in Adobe Creative Suite software including InDesign, Photoshop, Illustrator, Premiere, and After Effects.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from a U.S. accredited recognized college or university; and
- Five (5) or more years of professional experience in graphic design and video production working on diverse projects from concept through execution.
- Experience working in higher education.
- Experience in web user interface design and user experience design.
- Experience in developing media/graphic publications including photography, development of exhibits, design and layout of visual products including posters, graphics, and experience in utilizing videography as a medium.
- Basic web development experience and familiarity with website Content Management Systems (CMS), such as OU Campus.
- Experience working with individuals with disabilities.

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 CEDDERS' Disability Digital Media Specialist is a highly skilled professional with extensive experience in graphic design, photo editing, photography, videography, video, and audio production. This individual must be well-organized and efficient; possess strong graphic design skills, desires to stay current with design and production trends and must be deadline-driven with an acute attention to detail. The Disability Digital Media Specialist promotes the University, its students, faculty, staff, and activities, by producing engaging marketing collateral in print, audio, video, web, and other forms of digital electronic, and traditional media. This position reports to the Associate Director of Interdisciplinary Training, Operations and Data/Dissemination.

MINIMUM KNOWLEDGE, ABILITIES AND/OR SKILLS:

This individual must possess extensive knowledge of graphic design and creative process; extensive knowledge of video

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production process including shooting and editing techniques; knowledge of corporate branding, digital media, color theory, and printing techniques; ability to function independently and in a collaborative team environment. Excellent graphic design and video production skills; basic front-end web development skills; excellent organizational and time-management skills; ability to manage and coordinate multiple projects simultaneously and meet established timelines, quality, and design objectives, effective written and oral communication skills and ability to make presentations to individuals and groups to influence others towards a stated objective.

CHARACTER OF DUTIES:

Under the direct supervision of the Guam CEDDERS Director, the CEDDERS Digital Disability Media Specialist will portray individuals with disabilities and family members in meaningful, productive, and contributing formats including print, video, audio, and web-based productions. Consistent with the Developmental Disabilities Bill of Rights and Assistance Act, develops media that promotes inclusion, integration, independence, productivity, and enhances the quality of life for individuals with disabilities. Assists in the development of instructional, promotional, promotional, and informational documents designed for dissemination. Develops and designs displays for exhibits, fairs, and other community outreach events. Works with Guam CEDDERS Associate Directors to ensure that developed products reflect the mission to enhance accessibility as per the Americans with Disabilities Act (Braille, subtitles, large print and other accessible formats). Facilitates the development and maintenance of CEDDERS websites (Guam CEDDERS, GSAT, and EHDI websites). Provides support to individuals with disabilities as needed. Performs other related duties as required to support Guam CEDDERS.

The CEDDERS Disability Digital Media Specialist designs and produces marketing communications materials for traditional and digital based on brand standards and utilizes a variety of software and hardware. Products may include graphics for social media and websites, brochures, posters, newsletters, displays, postcards, newspaper and magazine advertisements, catalog covers, promotional materials, and special events notices. Conceptualizes, writes, coordinates, shoots, edits, and produces videos based on marketing strategies and prepares products for digital, web, video, and display boards. Designs and develops user-interfaces, and layouts for websites, mobile applications, and web applications. Consults with other departments on the development of marketing collateral and video productions. Advises other departments on design and production based on the University Institutional Branding Guidelines and checks for design integrity, appropriateness, printability, and visual appeal. Coordinates projects with interns, freelance graphic designers, photographers, and videographers. Photographs events both on and off campus. Remains current with emerging trends, opportunities, and best practices in graphic design and multimedia production. Manages and organizes digital assets including photo archives, videos and b-roll archives, institutional logos, marketing collateral, and graphics. Attends Guam CEDDERS staff meetings, quarterly Advisory Council meetings, and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, to the Initiative Area Coordinator, which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. The work environment, including the general work atmosphere and setting for this position is within the Guam CEDDERS offices/buildings. Events may be held on evenings and weekends. The work setting may change to off-site locations, i.e. government agencies or other facilities, which may require the individual to visit off-island sites where Guam CEDDERS provides contractual or grant-funded services/activities. Performs other duties and special projects as assigned.

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 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.

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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 (671) 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 (Sep 18, 2026 16:39:46 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

CEDDERS.Digital.Disability.Media.Specialist.09/18/26
Approved by CHRO 09/18/26


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