



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

September 17, 2026

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

#089-26 DEAN, ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Location:

Enrollment Management and Student Success (EMSS)

**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 College & University Commission (WSCUC). 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 heterogeneous 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 Serve) 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, emotional, and spiritual wellbeing of its students and employees. It fosters open dialogue and collegiality based upon mutual respect for varied 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 agendas, 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 Dean of EMSS is a member of the Senior Vice President and Provost’s cabinet that supports and serves the vision of the University of Guam as a student and learner-centered institution, dedicated to the enhancement of student success, enrollment growth, and institutional visibility. The EMSS team provides a new focus for the student services area at the University of Guam. The Dean ensures consistency, currency, responsiveness, and excellence in all aspects of enrollment management and student success which include recruitment, admissions, student records, financial aid, health services, career placement, counseling, residence halls, student life, athletics and recreation, and comprehensive efforts towards recruitment, retention, degree completion, and student advancement.

The Dean of EMSS is responsible for the offices of Admissions and Records, Academic Counseling, Student Life, Career Services, Educational Opportunity Program, Financial Aid, Learning Communities, Student Retention (including the First-Year Experience), Student Health (including Wellness), Academic Advisement, and TRIO Programs (including Student Support Services, Educational Talent Search, Upward Bound).

**Character of
Duties:**

Primary duties and responsibilities shall include, but not be limited to the following:

- Serve as the administrative leader of the EMSS unit and report to the Senior Vice President and Provost, Academic and Student Affairs (SVPP) with a commitment to shared governance;
- Provide steady, professional, and ethical leadership for a large and wide-ranging team; lead by example; listen to and learn from students, colleagues, and community partners; foster respectful and constructive discourse; and serve as an effective steward of the University’s human, financial, and natural resources;
- Serve as the chief student affairs for the SVPP and provide leadership to the enrollment services, student affairs, and student services areas at the University, providing a vision and framework for innovative and

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	collaborative programs and services that meet the needs of all students and academic communities, and working collaboratively with the Deans of the academic schools and colleges; • Develop and manage a portfolio consisting of student success initiatives, new student orientation and leadership development programs, student activities and student life, student government, health and wellness programs, student conduct and judicial affairs, career services, and services to students with disabilities; • Oversee departments impacting the quality of student experiences at the University of Guam from the point of inquiry through enrollment to graduation, including admissions, financial aid, student records, and off-campus enrollments; • Exercise vision and ethical leadership in developing effective marketing strategies designed to increase enrollments and expand markets for the University; • Lead the creation, evaluation, and updating of student related policies and monitor compliance; • Manage the resources of the EMSS unit, including student recruitment and retention initiatives; • Coordinate international student exchange initiatives in collaboration with the institution’s academic deans and international programs office, assessment activities informed by institutional data and external trends, and implementation of efficient processes and procedures to drive student-centered, industry-aligned, career-focused, and culturally responsive institutional outcomes; • Manage budget by planning expenses, allocating funds, monitoring spending, and seeking external funding to support student programs; • Direct other administrative functions such as report development, contract oversight, and performance reviews; and • Perform other duties as assigned.
Qualifications:	Minimum: An earned terminal degree from a U.S. regionally-accredited institution or foreign equivalent; sufficient for appointment to the rank of a junior faculty; Demonstrated ability to implement change and provide ethical leadership; At least three years combined successful administrator and program chair/manager experiences at an institution of higher education, including resource management, program evaluation, needs assessment and customer service; Demonstrated understanding of the enrollment management and student affairs organization model; Proven track record of experience leading administrative staff in a higher education setting; Demonstrated ability to plan and coordinate student activities and solve student grievances; Demonstrated effectiveness in budget planning and management in a shared governance environment; Experience working with culturally mixed populations; U.S. citizen or permanent resident for Designated School Official (DSO) eligibility in the Student Exchange Visitor Information System (SEVIS); Effective communication and interpersonal skills. Preferred: A Doctor of Philosophy (Ph.D.) from a U.S. regionally-accredited institution or foreign equivalent; Experience in developing and implementing a student retention plan; Ability to articulate a vision for the future of marketing, student services, enrollment management, and student success in a land-grant, commuter, open-admissions institution; Demonstrated commitment to consultative processes, and consensus building; Demonstrated experience in a higher education student success initiative that supports student retention, persistence to degrees, and student achievement; Familiarity and experience in the use of the student database system and interacting at the National level with other land grant institutions; Demonstrated ability to participate effectively as a member of a collaborative professional leadership team; a successful track record in marketing, admissions, student success and enrollment initiatives; Knowledge and understanding of the people of Guam and Micronesia; Demonstrated experience in working on islands or geographically isolated communities; and sense of humor and ability to foster unity and focus within the student support area, displaying support for emerging models of technology infusion.
Salary Level:	\$100,000 - \$150,000 per annum
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:

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. Yvette Paulino, Search Committee Chair, paulino@triton.uog.edu or the Human Resources Office at 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.

Optimal submittal date is October 09, 2026 (Chamorro Standard Time/UTC+10) when review of applications will begin. Applications will be accepted until the position is filled.

(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>.

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.

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