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ANNOUNCEMENT

September 16, 2021

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):

<i>Position Title</i>		<i>Announcement No. 112-21</i>
OFFICE MANAGER		
<i>Salary Range:</i>		<i>Opening Date:</i> September 16, 2021
UGPP/L 1 \$37,100.00 – UGPP/L 7 \$46,375.00 Per Annum		<i>Closing Date:</i> September 29, 2021
Office of the President/Office of Development, Alumni Affairs and Foundation Relations		

MINIMUM QUALIFICATIONS:

- Two (2) years of experience in staff administrative work, and graduation from a recognized college or university with a bachelor’s degree in business administration, marketing, communications or related field; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and/or skills.

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 Office Manager position is a Full-Time, Limited-Term hire subject to renewal. This is a position that falls under the Office of the President and reports to the Director of Development, Alumni Affairs and Foundation Relations in collaboration with the Advancement Steering Committee. This position is critical to implementing the UOG Advancement Strategic Framework as approved and prioritized by the President of the University of Guam. This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency. Employees in this class perform the full range of moderately complex administrative duties including budget formulation and administration, personnel action transactions, procurement of supplies, materials, and equipment, and other support services.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of general administrative processes and office management practices. Knowledge of management principles, practices and techniques. Ability to make work decisions in accordance with established laws, regulations and other program guidelines. Ability to analyze work problems having an administrative aspect and recommend solutions. Ability to learn, interpret, and apply pertinent laws, regulations, and other program guidelines. Ability to supervise the work of others. Ability to prepare fund status reports. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and reports.

CHARACTER OF DUTIES:

Under the supervision of the Director, Development and Alumni Affairs, the Office Manager will manage the administrative services function of the Office of Development and Alumni Affairs, including preparation of budget reports, correspondence, funds management and procurement. Completes solicitation letters, grant applications and other budgetary documents; confers with the Director and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines. Coordinates projects that may require contracts, memorandum or agreements, and other documents; verifies and analyzes the flow of work including improvement of administrative management practices. Conducts marketing and outreach efforts to promote programs, courses, trainings, and events. Maintains a database for mass emailing of monthly updates and events and sends fliers to prospective donors. Assists in the development and implementation of plans to create a state-of-the-art Advancement operation for the University of Guam, including records and database systems, and standard operating procedures and personnel structures to carry out fundraising, advancement services, stewardship, planned giving, and alumni services. Assists in coordinating donor, prospect, and alumni gatherings and all aspects of event logistics and details with

#112-21 OFFICE MANAGER

Development and Foundation offices. Supports the efforts of the Development Office and the UOG Endowment Foundation Office. Works collaboratively to assist key University personnel to develop and execute appropriate events to increase prospective donor engagement and giving. Creates and submits purchase orders to the Business Office and maintains accurate and detailed records of all financial transactions for each event. Liaise with personnel in the Marketing and Communications office to develop an effective marketing plan to increase ticket sales and attendance at each event.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.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 (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 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 <http://www.uog.edu/hro> (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).


Joseph Gumataotao (Sep 15, 2021 14:41 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Office.Manager.09/16/21
Approved by ACHRO 09/16/21