



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 programs or activities.

# ANNOUNCEMENT

September 8, 2022

**THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:**

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

**Announcement No. 113-22**

**Position Title**

**DIRECTOR, EEO AND TITLE IX/ADA COORDINATOR**

**Application Deadline:**

**Applications will be received until the position is filled.**

*vice*

**Application Deadline:**

**Applications will be received no later than September 7, 2022 (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 MORE INFORMATION:**

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

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 inquires concerning applications 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 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Sep 8, 2022 16:43 GMT+10)

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

Director:EEO.and.Title.IX/ADA.Coordinator.09/08/22  
Approved by CHRO 09/08/22



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# A N N O U N C E M E N T

August 23, 2022

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

## #113-22 DIRECTOR, EEO AND TITLE IX/ADA COORDINATOR

**Location:**

**Administration and Finance/Human Resources Office**

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant and sea-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 Biology Laboratory and Water and Energy 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 institution's mission of Ina (to Enlighten), Diskubre (to Discover), Setbe (to Service) serve as the foundation for the institution's Para Hulo' strategic plan, with its vision to transform lives and advance communities as a land-grant and sea-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/life-at-uog/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 Director, EEO and Title IX Americans with Disabilities Act (ADA) Coordinator, under the general direction of the Chief Human Resources Officer (CHRO), is responsible for managing the development, implementation, and coordination of, but not limited to, the following programs: Equal Employment Opportunity, Non-discrimination/non-harassment compliance, Title IX, and Disability accommodations for employees.

**Duties and Responsibilities:**

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

- Serve as the University's EEO, Title IX Officer and ADA Coordinator;
- Monitor and advocate for the University's commitment to equal opportunity and affirmative action and compliance with federal and territorial laws guidelines and policies;
- Develop and update University policies, rules, regulations, and procedures in the areas of EEO, Title IX, and ADA;
- Manage the investigation process and/or informally resolve complaints in the areas of EEO, Title IX, and ADA for the University;
- Keep management abreast of current EEO, Title IX, and ADA requirements and other programs developments;
- Coordinate University programs and responsibilities to assure compliance with the Americans with Disabilities (ADA) Act, Sec. 503 and 504 of the Rehabilitation Act of 1973, and other federal and territorial laws and regulations pertaining to persons with disabilities;
- Develop, promote, and conduct activities, programs and workshops on or off campus to educate students and employees on equal opportunity, Title IX, and ADA policies as well as issues related to diversity;
- Supervise EEO Counselors and administrative support personnel and organize regular Counselor meetings and training;

## #113-22 DIRECTOR, EEO AND TITLE IX/ADA COORDINATOR

### Minimum Knowledge, Skills, and Abilities:

- Prepare and update Affirmative Action Plan, and monitor compliance and progress toward goals;
  - Maintain statistical and other EEO, Title IX, and ADA records and prepare reports; and
  - Perform other duties as assigned.
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- Knowledge of federal and local regulatory directives relevant to EEO, Title IX and ADA;
  - Experience in writing policies, rules, regulations, and procedures in the areas of EEO, Title IX, and ADA;
  - Demonstrated ability to administer, supervise, evaluate, and/or coordinate services for persons with disabilities in a higher education setting;
  - Ability to investigate and analyze complaints and alleged discrimination while maintaining objectivity and fairness and treating confidentiality accordingly;
  - Ability and experience in developing and implementing training programs;
  - Demonstrated skills in verbal and written communication;
  - Demonstrated skills in interpersonal relations working with diverse groups of individuals;
  - Ability to develop and implement compliance and grievance procedures, complaint investigation documentation and mediation in a higher education setting; and
  - Ability to establish and maintain positive working relationships with other personnel in dealing with EEO Title IX, and ADA Issues.

### Qualifications:

**Minimum:** Bachelor's degree in business/public administration or related field from a U.S. accredited college/university or foreign equivalent plus four (4) years of experience in planning, developing, coordinating and implementing programs, activities in EEO Title IX, ADA, and Affirmative Action Programs; and the ability to communicate and work effectively with the public, students, employees, and government officials.

**Preferred:** Professional work experience in the legal and other investigatory processes, federal equal opportunity law and disability compliance, and knowledge and experience involving compliance, responsibilities in academic institutions, to include a demonstrated understanding of relevant laws and regulations; and any certification or licensure in counseling, social work, psychology, or related areas.

### Salary Level:

\$72,015 - \$108,023 per annum

### Appointment/Relocation:

The position is a full-time (12 month) academic administrative appointment. 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 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 Mr. Joseph B. Gumataotao, Search Committee Chair, [gumataotaoj@triton.uog.edu](mailto:gumataotaoj@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 Deadline:

Application will be received no later than September 7, 2022 (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.)

## #113-22 DIRECTOR, EEO AND TITLE IX/ADA COORDINATOR

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.org>. 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).

  
Joseph Gumataotao (Aug 23, 2022 15:02 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer