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# ANNOUNCEMENT

September 23, 2022

**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. 122-22***

## **Position Title**

### **GCR MUSEUM SPECIALIST AND RECORDS MANAGER**

#### **Salary Range:**

UGPP/N-01 \$45,014.00 – UGPP/N-03 \$48,490.00 Per Annum

#### **Opening Date:**

September 23, 2022

#### **Closing Date:**

Continuous Until Filled

#### **Location:**

Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesia Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Anthropology, Archaeology, Art History, or History;
- Two (2) years of experience working with an archaeological collection and record keeping; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### **PREFERRED QUALIFICATIONS:**

- Master's Degree in Anthropology, Archaeology, Art History, Museum Studies, or related field and two (2) years of curatorial experience; or
- Master's Degree in Library Science with professional certification in Certified Archivist.

#### **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.

#### **KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Knowledge of procedures and methods used to organize archaeological collections and historical records. Knowledge of prehistory/history of Guam and the Micronesia region. Ability to maintain records and prepare reports. Ability to effectively supervise and lead a team. Ability to plan, develop, implement, and coordinate federally funded or local projects and programs. Ability to work effectively with the public and employees. Strong written and oral communication skills. Ability to conduct research independently. Ability to input and access data from a computer.

#### **CHARACTER OF DUTIES:**

Under the direct supervision of the GCR Curator of Archaeological Collections, the GCR Museum Specialist and Records Manager will be responsible for establishing and maintaining the policies regarding the preservation and protection of the GCR's archival records and long-term management of archival and manuscript collections, including textual records, reports, printed materials, maps, photographs, media recordings, and electronic records. The GCR Museum Specialist and Records Manager is also a part of the management team that builds the operational capacity through staff training, program development, and participating in grantsmanship related to preservation and collection management. Expected tasks include identifies, evaluates, inventories, and describes the archival materials necessary to the understanding of the items curated in the Guam Cultural Repository (GCR); properly processes, arranges, and catalogs the GCR's archival records into the Integrated Collections Management System (ICMS); assesses and prepares plans of actions related to the preservation needs of paper-based and digital-based archival records; ensures that the archival section complies with U.S. Government and Government of Guam records management laws and regulations, as well as compliance with grant stipulations relative to the GCR; writes the archival collections section of the Scope of Collection Statement based on knowledge of resources, the needs of the repository, and the needs of repository stakeholders; creates scopes of work for arrangement, description, surveying, finding aid production, cataloging, and other documentation activities; writes annual reports that include descriptions of activities accomplished and analyses of a variety of aspects of the collection that are essential to the proper care of the archived documents; establishes, maintains, and trains personnel on the GCR's recordkeeping system related to the legal, administrative, and other documentation of the archival collections; maintains communication with senior management for information about current and projected

## #122-22 GCR MUSEUM SPECIALIST AND RECORDS MANAGER

issues as well as legislative and regulatory matters related to the GCR's archival records; manages the archival collections databases, digital records, and other non-print resources, including creating a plan that protects, preserves, reformats, migrates, and documents electronic records and archival information systems; produces comprehensive finding aids and other access tools to aid researchers; provides courteous and useful reference service to a wide variety of researchers; conducts or coordinates research into the archival collections, including evaluation appraisal, history, and provenance of collections; creates and maintains a collection management program that includes surveying, appraising, accessing, arranging, describing, and rehousing archived documents; creates and maintains a disaster prevention and recovery plan relative to the types of archival and records collections curated at the GCR; and collaborates with other GCR personnel in establishing and updating written policies regarding proper care and use of archived documents.

### **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 <https://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 (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.

### **HOW TO APPLY:**


All applicants must submit an online job application through the 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 <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 23, 2022 15:44 GMT+10)

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

*GCR.Museum.Specialist.and.Records.Manager.09/23/22*  
*Approved by CHRO 09/23/22*