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# ANNOUNCEMENT

October 07, 2019

**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. 003-20**

## Position Title

### **CEDDERS ASSOCIATE DIRECTOR FOR PROGRAM DEVELOPMENT, TECHNICAL ASSISTANCE AND OUTREACH**

#### Salary Range:

UGPP/P 1 \$55,488.00 – UGPP/P 18 \$97,798.00 Per Annum

#### Opening Date:

October 07, 2019

#### Closing Date:

October 18, 2019

#### Location:

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

#### MINIMUM QUALIFICATIONS:

- Master's degree or higher from a U.S. accredited institution or foreign equivalent in a discipline related to disabilities (psychology, special education, rehabilitation, or a related field); and
- A minimum of twelve (12) years of demonstrated experience in the field of disabilities.

#### NECESSARY SPECIAL QUALIFICATION:

- Must have a valid Driver's License.

#### PREFERRED QUALIFICATION:

- PhD or equivalent (i.e., PsyD, DrPH, JD, MD, EdD) from a U.S. accredited institution or foreign equivalent.

#### 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 extensive administrative and supervisory experience in an organization with a programmatic focus that includes individuals with disabilities and their family members. Knowledge of administrative leadership effectiveness including exemplary interpersonal and oral and written communication skills. Knowledge of uses of technology for communication, administration, and education.

#### CHARACTER OF DUTIES:

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS), the CEDDERS Associate Director for Program Development, Technical Assistance and Outreach engages in activities to enhance leadership and visibility of the Center and promote its credibility in supporting exemplary services, research, training, and dissemination of information with regard to disabilities and conditions at risk. Participates in administration of internal functions of the Center including technology, services, data collection and reporting, and dissemination of information. Pursues extramural funding in areas that promote independence and integration into the community of individuals with disabilities and their family members. Administers projects when awarded. Establishes and maintains critical relationships with higher education institutions, agencies, businesses/industry and community organizations at local, regional, and national levels to support the mission of the Center. Represents the Center, its mission and functions as appropriate on boards, committees, and councils at the University, local, regional and national levels. Participates in advocacy to support independence and integration into the community of individuals with disabilities at the local, regional and national levels. Provides technical assistance to the Initiative Area Coordinators on established priorities. Provides leadership in the development of grant applications, proposals, memoranda of agreement, and work scopes to secure resources for Initiative Area projects and priorities. Serves as acting UOG CEDDERS Director as needed. Supervises progress and outcomes of project activities.

## **#003-20 CEDDERS ASSOCIATE DIRECTOR FOR PROGRAM DEVELOPMENT, TECHNICAL ASSISTANCE AND OUTREACH**

Supervises expenditures and obligations of assigned projects. Prepares progress reports for assigned project to meet reporting requirements. Performs related duties as required that support UOG CEDDERS and UOG mission. Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, 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 UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. The work setting may change to off-site locations, i.e., a government agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

### **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 at <https://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 Hani Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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

*CEDDERS Associate Director for Program Development, Technical Assistance, and Outreach 10.07.19*  
Approved by Acting CHRO 10.07.19