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ANNOUNCEMENT

April 30, 2025

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. 058-25

Position Title
PROJECT COORDINATOR

Salary Range:
UGPP/O-01, \$60,875.00 - UGPP/O-18, \$107,291.00 Per Annum

Opening Date: April 30, 2025
Closing Date: Continuous Until Filled

Location:
Office of the Senior Vice President & Provost (OSVPP)

MINIMUM QUALIFICATION:

- Bachelor's degree in English, Communications, or Business Administration;
- Five (5) years of relevant or related work experience.

PREFERRED QUALIFICATIONS:

- Master's degree in English, Communications, or Business Administration;
- Proficiency in Microsoft Word, Excel, and UOG Programs (i.e. Self Service, Datatel);
- Event coordination;
- Previous employment experience in higher education;
- Writing, editing, and publishing experience;
- Coordinating a program related to student success.

NECESSARY SPECIAL QUALIFICATION:

- Must have a valid driver's license.

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.

CHARACTER OF DUTIES: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Under the direct supervision of the Senior Vice President & Provost (SVPP), the purpose of this position is to coordinate communication, notices, and review of all annual assessment inventories and program reviews, review statistics, and analysis reports and draft recommendations, summaries, and next steps for program reviews. Communicate with deans, directors, and program coordinators about co-curricular assessments and program reviews. Assist the SVPP and the Vice Provost, Office of Institutional Effectiveness (VP-OIE) with Western Association of Schools & Colleges (WASC) - Senior College & University Commission (WSCUC) reporting requirements, implementation of new standards, and tracking progress in all programs. Assist the SVPP with development and launch of academic master plan, and research, writing, analysis, and communication for the Office of the SVPP (OSVPP), as needed.

Carry out duties and responsibilities for the Academic Master Plan (AMP) committee (i.e. schedule meetings; send reminders to members; respond to inquiries, request, etc.). Review and provide recommendations for the programs' AMPs. Attend meetings of standing committees to stay abreast of relevant program and assessment updates and information. Initiate and conduct research and data analysis pertaining to relevant academic and student concerns. Writing tasks assigned by the SVPP. Assist at SVPP official events such as the Research Fair, Faculty Development Day, Commencement, and others. Other duties as assigned.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledgeable about the University of Guam's Assessment, Accreditation, and Curriculum and its purpose. Ability to manage multiple tasks, deadlines, and resources effectively. Ability to identify and address issues that arise during projects, building strong relationships with project team members and administrators, meeting deadlines and managing timelines

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effectively, ensuring accuracy and completeness in project documentation and tasks, clearly and effectively conveying information to project team and administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

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 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/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).

Elaine Faculo-Gogue

Elaine Faculo-Gogue (May 1, 2025 09:38 GMT+10)

ELAINE M. FACULO-GOGUE

Acting Chief Human Resources Officer

*Project.Coordinator.04/30/25
Approved by CHRO 04/30/25*