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

May 20, 2025

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

## #068-25 DIRECTOR, CENTER FOR ONLINE LEARNING (COLL)

**Location:**

**Center for Online Learning (COLL)**

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant, a sea-grant, and a space-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 Laboratory and Water and Environmental 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 Tulos Mo'na strategic plan, with its vision to transform lives and advance communities as a land-grant, a sea-grant, and a space-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/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 for the Center for Online Learning (COLL) provides strategic leadership and oversight for designing, delivering, assessing, and continuously improving the distance education and online academic programs, and supports the Senior Vice President and Provost in providing leadership for the University's distance education and online learning, its resources, and enhancing its responsiveness to our community and the Asia Pacific region consistent with the mission, strategic initiatives, accreditation standards, including the management of related grants. The Director for COLL assists in defining, clarifying, budgeting and delivering strategic initiatives and coordinating professional development and support services related to the University's distance education and online learning operation. The Director for COLL manages a full-time staff and administers programs and services.

**Character of Duties:**

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

1. In consultation with the Senior Vice President and Provost, develop business plans and budgets to meet strategic goals of the University's Center for Online Learning;
2. Collaborate with academic leaders and faculty on the creation and expansion of online and hybrid programs, including the development of innovative learning experiences that align with institutional goals and market needs.
3. Collaborate to create and update a strategic plan for online education that aligns with the college's overall mission and growth objectives. In collaboration with schools and colleges, oversee the design and launch of new online and hybrid programs, ensuring they meet academic and market demands. Regularly assess the effectiveness of current online offerings and collaborate with academic leaders to implement improvements to enhance their quality and relevance.
4. Ensure that online courses and programs meet quality assurance metrics, regional and programmatic accreditation standards, institutional benchmarks, and national regulatory requirements.
5. Work with academic departments and leaders to support the hiring of faculty qualified to teach online/hybrid courses, prepare and maintain documentation required for accreditation reviews and

## #068-25 DIRECTOR, CENTER FOR ONLINE LEARNING (COLL)

compliance with regional and programmatic accreditation standards, and assist in assessing the educational effectiveness of online courses and programs.

6. Work with deans and program directors to integrate online learning into the broader academic framework and support faculty in online course development.
7. Partner with IT to ensure that computing infrastructure supports the academic and co-curricular needs of online learners and faculty. Collaborate with stakeholders to ensure high-quality delivery of training programs for faculty on best practices for online teaching and course design.
8. Partner with Enrollment Management and Student Success, as well as schools and colleges, to perform research and identify emerging trends, needs, and opportunities in the competitive online education market to inform graduate and non-credit program development. Conduct outreach with local and other community partners on potential programs that may be of mutual benefit. Analyze enrollment data, financial performance, and other metrics to evaluate the success of online programs and make data-driven recommendations and decisions. Use data analytics to assess the effectiveness of online programs and courses. Collect feedback from students, faculty, and industry stakeholders to continuously improve online programs and align them with market demands.
9. Develop and implement strategies to foster student engagement and enhance the online learning experience, ensuring accessibility and support for diverse learners. Collaborate with colleges and schools, IT, and others to support the faculty in their facilitation of the student online experience.
10. Serve as a visible leader on campus, representing the online learning office to both internal and external stakeholders, and actively participate in the strategic vision and growth of the institution's distance and online education portfolio.
11. Develop related commercial relationships and partnerships with industry, government and other institutions of higher education;
12. Plan, prepare, administer and the COLL and related grant budgets; maintain financial records; procure contracts; provide financial reports; assemble appropriate human, technical, and financial resources;
13. Monitor and assure compliance with all relevant laws and internal rules, policies, and procedures;
14. Perform other duties as assigned.

### Qualifications:

**Minimum:** Master's degree from a U.S. accredited college/university or foreign equivalent with at least three (3) years of progressively responsible leadership experience in two or more of the following areas: a) distance education, online and hybrid learning; b) learning management systems (LMS); c) curriculum development, instruction, and assessment; and d) knowledge of IT structures needed for online course delivery.

**Preferred:** Doctoral or Master's degree in instructional design, educational technology, higher education administration, or a related field from a U.S. accredited college/university or foreign equivalent; Successful, relevant experience and professional networks in Guam and the Pacific Islands and in the Asia-Pacific region; Accomplishments in securing grants and contracts, building shared agendas, negotiating strategic partnerships; and Candidates who excel in project and outreach program management, strategic planning, problem-solving and customer support.

### Salary Level:

\$82,472 - \$123,708 per annum

### Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment and requires the hired applicant to relocate to Guam and work on campus. 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
- (4) Copies of online instruction certifications and/or certificates

**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 Dr. Maika Vuki, Search Committee Chair, [yukim@triton.uog.edu](mailto:yukim@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.

## #068-25 DIRECTOR, CENTER FOR ONLINE LEARNING (COLL)

### Application Deadline:

**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.

Review of received applications begins June 20, 2025 (Chamorro Standard Time/UTC+10). Applications will be accepted until the position is filled.

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

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.com>. 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 (May 20, 2025 12:03 GMT+10)

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