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ANNOUNCEMENT

May 28, 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. 071-25

Position Title

ADMINISTRATIVE SUPPORT SPECIALIST

Salary Range:

UGPP/J-01 \$37,913.00 – UGPP/J-18 \$66,821.00 Per Annum

Opening Date:

May 28, 2025

Closing Date:

June 06, 2025

Location:

Academic and Student Affairs/School of Business and Public Administration

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Public Administration, Accounting, Finance, or a related field; **and**
- One (1) year experience in administration of research-related services; **or**
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid Guam 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.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge in general administrative processes and office management practices. Ability to communicate effectively; skilled in English proficiency. Knowledge of the principles of bookkeeping with the skills to prepare financial statements and fund status reports; ability to prepare and maintain records. Proficient in Microsoft Office and database management. Skills in personal computer operation, file sharing, data transcription, spreadsheet compilation, and preparation of presentations. Ability to lead and work as a member of a team assigned with specific tasks. Ability to work with minimal supervision. Must have good social, organizational, time-management, interpersonal and customer service skills.

CHARACTER OF DUTIES:

Under the direct supervision of the Administrative Officer, the Administrative Support Specialist conducts administrative tasks, ranging from routine work to moderately complex to support management in the daily operations of the School of Business and Public Administration. Maintain confidentiality of sensitive information and correspondence. Prepares purchase orders, reviews quotations and submits work requests and purchase requisitions for facility supplies, materials, and equipment. Manages and monitors facility budget. Coordinates the processing of personnel actions for recruitment of full-time and part-time faculty, staff, and student employees. Processes and prepares travel requests and arrangements. Assist in organizing meetings, workshops, and conferences comprising in coordinating and sending invitations, venue searching, and printing materials. Oversee the maintenance, repair, and replacement of office supplies, equipment, and furniture. Performs other duties as assigned.

#071-25 ADMINISTRATIVE SUPPORT SPECIALIST

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 (May 28, 2025 15:16 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Administrative Support Specialist. 05/28/25
Approved by CHRO. 05/28/25