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ANNOUNCEMENT

November 22, 2024

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 014-25

Position Title

TRIO UPWARD BOUND ADVISOR

Salary Range:

UGPP/F-01 \$28,269.00 - UGPP/F-11 \$40,040.00 Per Annum

Opening Date:

November 22, 2024

Closing Date:

December 10, 2024

Location:

Enrollment Management & Student Success (EMSS)/TRIO Programs/Upward Bound (UB) School Year and Summer

MINIMUM QUALIFICATION:

- Bachelor's degree from a U.S. accredited institution or foreign equivalent.
- Minimum of one (1) to two (2) years of work experience with TRIO Programs, academic support programs, or similar programs for low-income, first-generation college students or disadvantaged youth.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Secondary Education, Counseling, Public Administration, English, Math, or Science.
- Professional or personal experience overcoming barriers like those of the targeted population.
- Knowledge or experience working in a secondary or higher education setting or related.
- Formal training and/or work experience in programming that improves secondary school retention/graduation rates such as tutoring.
- Experience or training preparing high school students for admission and financial aid to post-secondary schools.
- Proficient skills/experience using various computer software/applications for basic office work, creation of presentations and promotional documents, and/or use of various social media platforms such as Instagram.
- Has a valid/current passport for travel outside of the U.S. and Guam

NECESSARY SPECIAL QUALIFICATION:

- Must have a valid driver's license and own transportation.

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:

Under the direct supervision of the TRIO Program Upward Bound Director, the Upward Bound Advisor assists in preparing, implementing, and coordinating program activities, including student recruitment, academic services, workshops, and field trips at the TRIO/Upward Bound Office, program activity sites, and the University as per the program schedules. These include tutorial services and other related academic support services to project participants, submitting activity reports and other requested documents, and meeting with participants' parent/legal guardians and teachers if necessary. The Upward Bound Advisor also helps supervise/chaperone project participants during program activities on and off the university campus. The Upward Bound Advisor assists with the preparation and submission of program reports to the U.S. Education Department and UOG administration using program's database and other reporting tools provided. The Upward Bound Advisor also serves as a role model/mentor for participants and assists in building the skills required for success in college. In addition, they perform other duties assigned by the TRIO Program Upward Bound Director.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must be able to consistently meet the program's set activity schedule to include the school year, summer programs, and Saturday activities at various activity sites. Must have the knowledge, ability, and interest to work with low income youth in need of academic assistance and college preparation. Must be able to tutor high school students in English, Math, and/or

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Science. Must have effective communication and public speaking skills/abilities. Able to travel for staff training and chaperone students for field trips on-island and off-island.

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).



Joseph Gumataotao (Nov 22, 2024 14:18 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

TRIO.Upward.Bound.Advisor.11/22/24
Approved by CHRO 11/22/24