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ANNOUNCEMENT

January 15, 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. 024-25

Position Title
ADVANCEMENT ASSOCIATE

Salary Range:

UGPP/O-01, \$60,875.00 - UGPP/O-07, \$76,093.00 Per Annum

Opening Date:

January 15, 2025

Closing Date:

January 29, 2025

Location:

Office of the President

MINIMUM QUALIFICATION:

- Bachelor's degree in Business, Marketing, Communications, or Public Relations from a regionally accredited college or university;
- Two (2) years of experience in events or project management;
- Two (2) years of positive customer service and customer relations.

PREFERRED QUALIFICATIONS:

- Master's degree in Business Administration or related field from a regionally accredited college or university;
- Experience working in a college/university or not-for-profit;
- Over five (5) years of professional marketing experience in other industries and demonstrated experiences with alumni initiatives.

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.

NATURE OF WORK:

The Advancement Associate is a full-time position that falls under the Office of the President's Advancement Office, to implement the University of Guam's (UOG) strategic advancement and alumni initiatives as approved and prioritized by the President.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of the principles and practices of marketing, advertising and sales promotions, social media, public relations, and project management. Knowledge of event management and execution. Ability to administer the programs and activities of advancement as approved by the President. Ability to develop a budget. Ability to work effectively with the public and with employees. Ability to communicate effectively, orally, and in writing. Ability to maintain records and prepare reports. Ability to develop surveys and analyze data results. Ability to evaluate operational effectiveness, implement changes in program functions to improve effectiveness. Ability to make work decisions in accordance with pertinent laws, rules, and regulations and to apply institutional policies to work situations. Proficiency in Microsoft Office programs, (e.g. Word, Excel, PowerPoint). Proven positive sales experience. Organizational skills.

CHARACTER OF DUTIES:

Assist in the development and implementation of plans to create a state-of-the-art Advancement operation for the University of Guam, including records and database systems, and standard operation procedures and personnel structures to carry out fundraising, advancement services, stewardship, planned giving, and alumni services. Plans and coordinates donor, prospect, and alumni gatherings and all aspects of event logistics and details with the Office of the President. Implements, maintains, and analyzes prospective and current donors' communications strategies for events and fundraising. Supports the efforts of the Office of the President and the UOG Endowment Foundation Office. Supports and executive plan for engaging donors' participation and cultivating philanthropy. Works collaboratively with key University personnel to develop and execute appropriate events to increase prospective donor engagement and giving. Create content for online giving opportunities such as peer-to-peer fundraising pages, text-to-donate functionality, and virtual event pages. Collaborate with

ADVANCEMENT ASSOCIATE # 024-25

the Office of the President to develop a budget for each event, create and submit purchase orders to the Business Office, and maintain accurate and detailed records of all financial transactions for each event. Liaise with personnel in the Marketing and Communications office to develop an effective marketing plan to increase ticket sales and attendance at each event. Supports recruitment and training of volunteers to support advancement events. Delivers quality customer service to both internal and external constituents in a professional, helpful, and courteous manner. Ability to work early mornings, evenings, and/or weekends as required. Reliable transportation required. Performs other duties as assigned.

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 (Jan 15, 2025 15:05 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Advancement.Associate.01/15/25
Approved by CHRO 01/15/25