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ANNOUNCEMENT

February 21, 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. 039-25

Position Title

PROTOCOL AND BOARD LIAISON OFFICER

Salary Range:

UGPP/O-1 \$60,875.00 – UGPP/O-18 \$107,291.00 Per Annum

Opening Date:

February 21, 2025

Closing Date:

March 7, 2025

Location:

Office of the President

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Communication, English, or closely related field; and
- At least three (3) years of professional experience in administration governance or executive support, including demonstrated experience working closely with university executives, boards or similar governance bodies; and
- Training or coursework completion in board governance, strategic planning, and protocol management.

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:

Under the direct supervision of the President, the Protocol and Board Liaison Officer position is to enhance the Board of Regents' effectiveness and to support the President in implementing and advancing the University of Guam's institutional policies by managing the preparation and organization of board meetings. Ensures the timely dissemination of relevant information, upholding protocol standards, aiding in strategic decision-making process, and supporting the operations of the Office of the President.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Proven ability to manage projects, organizing events and handling logistics crucial for coordinating Board Meetings and institutional events; excellent writing and verbal communication skills to effectively interact with board members, university officials, and external stakeholders; strong organizational and time-management skills to handle multiple priorities and deadlines efficiently; and ability to build and maintain professional relationships with a diverse group of stakeholders.

DUTIES AND RESPONSIBILITIES:

The Protocol and Board Liaison Officer helps ensure that the Board's decisions are well-informed and aligned with the University's goals, while also maintaining the integrity and formality of presidential and board-related events; coordinates Board Meetings and Activities (including the Regent Nominating Council Meetings and Activities); acts as the primary liaison between the Board, President, and University Administration, to ensure timely and accurate exchange of information, thereby aligning board decisions with institutional priorities; supports the operation of the Office of the President by assisting with scheduling, coordinating events and meetings, and adhering to institutional protocols to enhance overall operation efficiency; collaborates with units, and advocates and works to ensure the adherence to institution protocols thereby upholding the University's standards and enhancing its public image; ensures seamless communication and coordination between the administration and Board, and to support strategic initiatives; engages with state government officials on matters related to University policy, funding, selection of Regents, and strategic initiatives to meet community needs; coordinates public notices to meet Open Government Law requirements; assists in the management and coordination of meetings and activities related to fundraising, endowment growth, and financial support for University initiatives; and performs related duties as required.

Judgement Exercised: Board Meeting Coordination (ensuring that all relevant topics are covered, and materials are prepared in advance, including prioritizing issues based on strategic importance and ensuring that all necessary documentation is complete and accurate); Protocol and Event Management (ensuring adherence to institutional protocols that may involved making on-the-spot decisions, especially at live events); Communication and Information Flow

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(decides on the effective methods for disseminating information between the board, the President, and other university stakeholders, this includes determining the frequency and format of updates, reports, and briefings to meet Board and President expectations while complying with Board of Regents' Bylaws).

Controls Over Position: The Protocol and Board Liaison Officer receives work direction from the President, and occasionally, from Members of the Board of Regents and Regents Nominating Council, in support of the President. Instructions may be provided through a combination of written procedures, verbal briefings, and regular meetings. This ensures clarity of priorities, strategic objectives, and specific tasks. Work is reviewed and approved by the President. This includes the final approval of the board meeting agendas, formal event plans, and strategic communications.

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 the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call (671) 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/safety-security>. (under Links).

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).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Protocol.and.Board.Liaison.Officer.02/21/25
Approved by CHRO 02/21/25