



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

March 22, 2017

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

Announcement No. 055-17

Position Title

RESIDENT LIFE ASSISTANT

Salary Range:

UGPP/G 1 \$24,729.00 – UGPP/G 7 \$30,911.00 Per Annum

Opening Date: March 22, 2017

Closing Date: April 05, 2017

Location:

Enrollment Management and Student Success/Residence Life Office

MINIMUM QUALIFICATION:

- High School Diploma or GED or equivalent certification.
- Technology literate with excellent technology skills.
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

MINIMUM KNOWLEDGE, ABILITIES, AND /OR SKILLS:

Ability to effectively communicate in English (both written and verbal). Knowledge of and ability to utilize the Datatel Colleague System-Student Module. Ability to apply safe and sanitary work practices on the job. Ability to work effectively with Resident Assistants, student residents, the public, and employees.

CHARACTER OF DUTIES:

The Residence Life Assistant works under the general direction of the Director, Residence Halls and provides administrative support and assistance to the Director, residence hall residents, University of Guam employees, and prospective residence hall residents. Duties and responsibilities include, but not limited to; serves as liaison to Director, Residence Halls with respect to communicating with residence hall residents regarding living conditions, maintenance concerns, and other issues as they arise. Assists in budget formulation and requisitions supplies and services. Accepts and processes Residence Hall applications. Assists with check-in and check-out of residents during the academic year. Sets up and posts dorm charges and fees electronically. Gathers and maintains data for reports; maintains records and prepare reports. Prepares and types memoranda, correspondences, and various requests. Assists in the maintenance of the Residence Life Office website. Assists in the reception area. Corresponds to customer inquiries; disseminates information to residence, including holding informational meetings, posting paper, and sending email notices, etc. Establishes a good working relationship with the Residence Hall custodian(s) and prepares and submits electronic work-order requests to Plant Maintenance and Computer Center. Reports damages, unsafe conditions, violations of code and other residential concerns to the Director, Residence Hall. Ensures proper use of common areas throughout the Residence Halls, including resolving usage disputes, and scheduling and monitoring activities held within. Files regular written reports and attends monthly meetings. Maintains a presence in the Residence Halls and is available to discuss resident concerns about facilities and related issues. 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

RESIDENT LIFE ASSISTANT # 055-17

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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (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, Mr. Joseph Blas Gumataotao, located at the EEO/ADA 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).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Resident.Life.Assistant.03/22/17
Approved by CHRO 03/22/17