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ANNOUNCEMENT

March 13, 2017

THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (NON-TENURE TRACK APPOINTMENT, FULL-TIME, SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 037-17

Position Title
ASSISTANT INSTRUCTOR TO INSTRUCTOR
(MATHEMATICS)


Application Deadline:
March 13, 2017
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Application Deadline:
Optimal Submittal date for full consideration is January 27, 2017 (Chamorro Standard Time/UTC+10) when review of applications will begin. Review of applications will continue until the position is filled.

FOR MORE INFORMATION:

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

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 inquires concerning applications 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 Hani 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



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ANNOUNCEMENT

January 12, 2017

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (NON-TENURE TRACK APPOINTMENT, FULL-TIME, SUBJECT TO THE AVAILABILITY OF FUNDS):

#037-17 ASSISTANT INSTRUCTOR TO INSTRUCTOR (MATHEMATICS)

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| Location: | College of Natural and Applied Sciences/Division of Mathematics and Computer Science | | | | |
| University Information: | <p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has approximately 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p> | | | | |
| General Description: | <p>The University of Guam is looking for an individual who is interested in new challenges and opportunities for professional and personal growth. This position calls for someone who is self-motivated and adaptable, intelligent, possesses a global vision and who is interested in working in a dynamic, multi-cultural institution.</p> | | | | |
| Unit Description: | <p>The Bachelor of Science degree in Mathematics is offered by the Mathematics Program, as well as a minor in Mathematics. The Mathematics major and minor programs are designed to 1) prepare secondary school mathematics teachers; 2) prepare students for other employment requiring the use of mathematics; and 3) provide an understanding of the fundamental quantitative considerations, symbolized mathematically, which underlie our mechanized society.</p> <p>The University teaching load is a twelve (12) credit hours per semester. Faculty members are eligible for load reductions for research and/or service, as approved by the Dean.</p> | | | | |
| Character of Duties: | <p>The successful candidate is expected to: 1) serve as an Academic Advisor Coordinator responsible for coordinating student advisement and orientation activities for all CNAS majors at the Freshman and Sophomore levels; 2) conduct one-on-one advisement sessions with students; 3) assist students and faculty in matters of advisement, including but not limited to registration, academic plans, transcript analysis and course substitution forms for transfer students, finding a faculty advisor, use of WebAdvisor and other University software; 4) serve as a liaison between students and various administrative offices at the University, and refer students to the appropriate office for further assistance with special accommodations, financial aid, etc.; 5) participate in Outreach and Recruiting events in coordination with faculty, administration, and EMSS, and perform administrative tasks associated with CNAS recruiting, advisement, and retention activities; 6) make recommendations to improve advisement and registration practices, and be proactive, research new trends and advances in academic advisement; 7) as time permits, assist the Office of Academic Assessment and Institutional Research with gathering, maintaining a continuous record, and reporting data related to recruiting and retention, and provide input and support to activities related to Assessment for programs within CNAS; and 8) teach one 3-credit 100-level mathematics course each regular semester.</p> | | | | |
| Qualifications: | <p>Minimum: For the rank of Assistant Instructor, applicants must have a Bachelor's degree in mathematics or a directly related field from a U.S. regionally accredited institution or foreign equivalent. For the rank of Instructor, applicants must have a Master's degree in mathematics or field directly related to mathematics from a U.S. regionally accredited institution or foreign equivalent. Applicants must have the ability to teach 100-level mathematics courses. Applicants must also be prepared to teach using a variety of modalities, including distance education. Applicants should have some teaching experience as a mathematics instructor, Teaching Assistant, or Tutor and Grader for Developmental Mathematics courses (either undergraduate or post-baccalaureate experience), that includes the freshman level. Applicants must have experience in a higher education setting, and have knowledge of principles, practices, and techniques in the field of student academic advisement services, and knowledge of academic rules and degree planning. Applicants must be able to compile and manage data, interpret and present information and ideas clearly and accurately in writing, orally, or by preparation of reports and other materials, and must be able to utilize appropriate software programs (or be able to learn them). Must be willing to teach online.</p> <p>Preferred: One year of progressively responsible professional experience with responsibilities for advising in academic or student affairs, especially as related to programs of study within CNAS; working knowledge of Colleague software program, WebAdvisor, student management system; knowledge of assessment software (preferably TracDat); ability or experience relevant to teaching mathematics.</p> | | | | |
| Salary Level: | <p>Salary will be commensurate with qualifications and experience relevant to the position. The following salary figures are for nine (9) months:</p> <table><tr><td>Assistant Instructor</td><td>\$30,617 - \$39,509 per Academic Year</td></tr><tr><td>Instructor</td><td>\$34,169 - \$57,892 per Academic Year</td></tr></table> <p>Compensation for employment shall not commence until all hiring conditions are met, including required employment visa. Annual salary will be prorated, if start of employment is delayed.</p> | Assistant Instructor | \$30,617 - \$39,509 per Academic Year | Instructor | \$34,169 - \$57,892 per Academic Year |
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#037-17 ASSISTANT INSTRUCTOR TO INSTRUCTOR (MATHEMATICS)

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| Appointment: | The position is a nine (9) month faculty position on a Non-Tenure Track Appointment. |
| Benefits: | Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), and the Government of Guam retirement plan. |
| Application Process: | <p>Applicants for University of Guam faculty positions must complete an online job application through the UOG's online employment portal at https://uog.peopleadmin.com. Please have the following documents prepared and ready to upload with your application:</p> <ol style="list-style-type: none">(1) Letter of Intent, stating interest(2) Up-to-date curriculum vitae or resume(3) Copies of all graduate and undergraduate transcripts <p>Applicants who are short-listed for an interview will be required to provide a short (approximately 5 minutes) video clip of their lecture or presentation.</p> <p>Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.</p> <p>Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Leslie Aquino, Chair, Mathematics Search Committee at AquinoL8112@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.</p> <p>Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 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.</p> |
| Application Deadline: | <p>Optimal Submittal date for full consideration is January 27, 2017 (Chamorro Standard Time/UTC+10) when review of applications will begin. Review of applications will continue until the position is filled.</p> <p>For further information about the University of Guam, visit our Web Site at http://www.uog.edu. General information about Guam is available at http://www.visitguam.org. For local newspapers, The Pacific Daily News is available at http://www.guampdn.com and The Guam Daily Post is available at http://www.postguam.com.</p> |
| Work Eligibility: | <p>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.</p> <p>Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.</p> <p>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.</p> <p>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 with the University of Guam, you will be required to present valid documents to comply with this law.</p> <p>The University of Guam is an equal opportunity employer and provider.</p> <p>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 and Title IX 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).</p> |



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