



*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 programs or activities.*

# ANNOUNCEMENT

July 19, 2016

**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 LIMITED TERM APPOINTMENT, PART-TIME FEDERALLY FUNDED POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Announcement No. 088-16**

**Position Title**  
**TEACHING ASSISTANT**

**HOW TO APPLY:**

Applications should include: 1) University of Guam Employment Application Form, 2) Names, telephone numbers, and email addresses of two English faculty references to be contacted; 3) college transcript. All application materials should be submitted to the Human Resources Office, located in 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 weekends and holidays. Applications may be obtained from this office, or the HRO 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.

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**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 inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, 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**

Teaching Assistant 07/19/16  
Approved by CHRO 07/19/16



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# ANNOUNCEMENT

July 1, 2016

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

<i>Position Title</i>		<i>Announcement No. 088-16</i>
TEACHING ASSISTANT		
<u><b>Hourly Range:</b></u> Undergraduate: \$9.00 - \$10.13 Per Hour Graduate: \$12.35 - \$13.90 Per Hour	<u><b>Opening Date:</b></u> July 1, 2016 <u><b>Closing Date:</b></u> Continuous Until Filled	
<u><b>Location:</b></u> College of Liberal Arts and Social Sciences, <b>Division of English and Applied Linguistics, Writing Center</b>		

## MINIMUM QUALIFICATIONS:

(a) Currently enrolled as a full-time or part-time student at the University of Guam; (b) Completion of EN110 and EN111 or equivalent; (c) GPA of 3.0 or higher; (d) Recommendation of English Instructors.

## PREFERRED QUALIFICATIONS:

(a) Completion of EN 210; (b) As in all classes, but especially in English classes; (c) 40 credit hours and above or at least 3 semesters of college attendance; (d) Basic computer skills

## CHARACTER OF DUTIES:

The Teaching Assistant for the Writing Center, Division of English and Applied Linguistics will: (a) Tutor UOG students; (b) Keep records and make reports; (c) Attend training sessions and seminars; (d) Assist with Reading Lab; (e) Assist in other related duties assigned and (f) Provide advisement support. Teaching Assistant will work a maximum of 10 to 20 hours per week starting August 15, 2016 with the possibility of continuing in the 2016-2017 Academic Year Fall 2017 semester depending on the availability of funds.

## 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 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.

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 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.

## TEACHING ASSISTANT 088-16

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### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

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

Teaching Assistant 07/01/16  
Approved by CHRO 07/01/16