



GUAMCOMMUNITYCOLLEGE

JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: Program Coordinator I	ANNOUNCEMENT NUMBER: JA#016-24 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: K Open: 1-7; \$41,372 – \$51,715 per annum Promo: 1-18; \$41,372 – \$72,918 per annum	OPENING DATE: May 01, 2024
DIVISION: ACADEMIC AFFAIRS Continuing Education and Workforce Development	CLOSING DATE: May 14, 2024 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) Graduation from a recognized college or university with a Bachelor’s degree; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR: Experience with workforce development, special projects coordination and work-ready assessments

PLUS PURSUANT TO 4GCA §410(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is routine technical work involved in planning, developing, implementing, and coordinating federally funded or local programs and projects.

Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed.)

Participants and assists in reviewing and making studies of provisions of various Federal Grants and Aids Program; compiles and reviews basic provisions and matching financial requirements.

Participants in the development, implementation and coordination of federally funded programs and projects; reviews and checks federal registers, manuals, and reports.

Participates in the preparation of the fiscal year program budget.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Knowledge of bookkeeping principles and compilation of statistics.

Ability to plan, develop, implement and coordinate federally funded projects and local programs.

Ability to learn, interpret and apply pertinent laws, regulations and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY

Mary A. N. Okada, Ed.D.
President

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