

Human Resources

Program Description

The Human Resources Office is responsible for organizational development, policies and programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention, training and development, employee records management, and compliance with applicable federal and local labor laws, and contractual agreements.

The Human Resources Staff is a team of professionals who provide services to all classifications of current and former employees, management and labor representatives, applicants, and the general public.

Careers at GCC

click for more information on: [Employment](#) [1]

Mission

Equal Employment Opportunity Employer

Guam Community College is an Equal Employment Opportunity Employer. It is the policy of Guam Community College to provide Equal Employment Opportunity (EEO) in all matters of employment based on merit on account of honorably discharged veteran and military status, sexual orientation, race, color, age, religion, sex (including gender identity or expression), national origin, or physical or mental impairment, except for bona fide occupational qualifications or legal requirements. If you have any questions regarding any EEO matters, you may contact the Human Resources Office at 735.5537 or you may contact a GCC EEO Officer or Representative at 735.5544.

[Sexual Misconduct Complaint Procedures](#) [2]

Contact Information

- Apolline San Nicolas, SHRM-CP, Chief Human Resources Officer
- Gina Leon Guerrero, Specialist III
- Larissa Camacho, Specialist II
- Rose Marie Siguenza, Specialist I
- Doreen Manibusan, Assistant

E-mail: hr@guamcc.edu

Phone: 671.735.5537 or 671.735.5538

Fax: 671.734.5238

Office Location: GCC Student Services and Administration Building 2000, 1st floor, Rm 2112

Office Hours: Monday - Friday 8:00 A.M. - 5:00 P.M. Closed holidays and weekends.

GCCHR FAQs

Where can I find the GCC Job Announcements?

From the main GCC website (www.guamcc.edu) click on "Employment" on the bottom bar of the page. Job announcements are loaded by position classification. Job Announcements will be found in the following links "Full

Time Faculty Positions,” “Part Time Faculty Positions” and “Administrator and Staff Positions.”

When can I apply for a position?

Applications for full-time positions will only be entertained during the period of a job announcement. Adjuncts may apply for part time positions on an as needed bases. Assistant Directors, Department Chairs and Program Specialists will notify the HR Office to evaluate based on course needs.

Do I need to submit a separate application for each position I am applying for?

Yes, you will need to submit a separate application for each position you are interested in.

What is required in my application packet when applying for a position at GCC?

The following are required of all applicants:

- Government of Guam Employment Application
- Copies of high school diploma or all college transcripts for all college credits claimed towards the degree. All foreign transcripts must be evaluated by a National Association of Credential Evaluation Services (www.naces.org) member organization.
- Copies of professional licenses or certifications (if applicable)
- Three letters of recommendation (for administrator and faculty positions)
- Certification of disability (for applicants claiming accommodative services and preference points.)
- DD214 (for applicants claiming preference points)

Please note: Preference Points for Veterans/Combat Patrol are not given when applying for part time positions.

Do I have to submit an official college transcript with my employment application?

No, you do not have to submit an official college transcript with your employment application. A copy of your conferred college transcript is sufficient for evaluating purposes.

How many times can I use my Preference Points for Veterans/Combat Patrol when submitting an application?

Preference Points for Veterans/Combat Patrol are added to your passing score or higher for Permanent Full Time position upon initial employment only, provided you have submitted the required forms or identifications with each employment application.

For more information, contact the Human Resources Office via the contact information stated above.
