



EMPLOYER REQUEST FORM

Contact: Christine B. Sison, Program Specialist
Academic Advisement & Career Placement
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How can GCC help you? Please check all that apply.

Date: 10/3/2018

- ☒ **Post job announcement (s)** ☐ Recruit/refer individuals from major/program:
☐ Job/Career Fair ☐ Other

REPRESENTATIVE & COMPANY INFORMATION

Please identify the status that best describes the recruiter:

- ☒ **Employer** ☐ Third-party recruiter ☐ Other:

Representative's Name: Catherine S. Gutierrez

Position title: Logistics Manager

Email: Click here to enter
text.cgutierrez@msa-guam.com

Phone: Click here to enter
text.633-6725

Company Name: **Marianas Steamship Agencies, Inc.** Industry Type:

Company address: 809 Chalan Pasaheru Unit , City: Tamuning, State: GU ZIP Code: 96913

Type of Company: ☒ Private ☐ Public ☐ Non-profit ☐ Other

Organization/Company website: <http://www.msa-guam.com>

JOB OPENING(S)

JOB POSITION (s): **Tractor Driver** Number of positions opened: 1

QUALIFICATIONS (Degree/Certification/Training/Minimum skills): **C-License**

JOB DESCRIPTION (S): Clear shipping documentation with Guam Customs and Quarantine. Deliver goods while operating a tractor-trailer truck. Record amount and type of cargo being delivered. Fill up on fuel, clean truck, and wash windows. Report to a dispatcher any incidents encountered on the road and perform other duties assigned from time to time.

Work schedule (days and time): Monday – Friday 8am-5pm. Occasional weekend schedule for special projects from time to time.

Program/Major Seeking: Identify from which major programs/fields you are hoping to identify applicants

The position is: ☒ Full-time ☐ Part-time ☐ Casual ☐ Permanent ☐ Temporary
☐ Seasonal ☐ Apprenticeship ☐ Other _____ ☐ Internship

This job posting is valid until: **RATE OF PAY:** \$14.00 per hour

Benefits: Medical/Dental / 401K Retirement

HOW DID YOU HEAR ABOUT GCC's Academic Advisement & Career Placement Center?

- ☐ LinkedIn ☐ FaceBook ☐ Faculty/Advisor ☐ Staff/Administrator
☐ Friend ☐ Family ☒ Other: **Referred by GCC's HR Office**

GUIDELINES FOR JOB POSTING & RECRUITING

EMPLOYERS/RECRUITERS using services through Guam Community College Academic Advisement & Career Placement should:

1. Maintain confidentiality of student information, regardless of source, including information provided by a representative of GCC and its students.
2. Comply with the Equal Employment Opportunity and Affirmative Action principles in recruiting activities.
3. Comply with the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#) guidelines.

THIRD PARTY RECRUITERS

Third party recruiters are allowed to post positions if the agency agrees to:

1. State that it is recruiting for a third party and identifies information about the third party
2. Provides Guam Community College with the company name it represents, the third party representatives provides information and the contact information for the organization for which the third party is providing recruiting services.
3. State that it will not charge any fees to students or alumni
4. Not disclose information about the job seeker's information to other employers/organizations without prior consent from the job seeker.

JOB POSTING GUIDELINES

Guam Community College's Academic Advisement & Career Placement Center **WILL NOT** post a position IF:

- The employment opportunity involves on-campus solicitation or on-campus sales, multi-level marketing, a home-based business, part-time commission unless in-store retail.
- The job seeker is required to purchase, rent, or obtain any type of sales kit or presentation of supplies or is required to obtain a personal or business line of credit
- The job seeker is required to pay a placement fee or fee for employment
- Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
- The employment is in site, including private residence that has no oversight of an appropriate agency.
- Job seeker is required to participate in an "exchange of services" as part of the terms for employment

Job posting will be posted for the length of time indicated by the employer. If the Employer's link has been updated, the Employer is responsible for updating GCC's Academic Advisement & Career Placement (AACP) office. Announcements can be seen by students/public at GCC's home page under Academic Advisement & Career Placement Center/Student Job Announcements. Job seekers may apply directly to employer or be referred by AACP if applicant is a GCC student/alumni and provides consent to GCC's representative(s).

DISCLAIMER

Guam Community College herein referred to as "the college" reserves the right to refuse individual postings that do not comply with National Association of Colleges and Employers standards, EEO and affirmative actions. The college shall not be responsible for creating the job announcement posting provided by employer or recruiter, and those who access or use the job posting. By using the services provided by the college to post, retrieve information, engage in recruitment/employment activities, the user agrees to the above terms and disclaimer of Guam Community College liability.

TERMS AND CONDITIONS

I have read, acknowledge, and understand the guidelines for job posting, recruiting and the disclaimer; and the employer's authorized representative(s) will comply with the guidelines herein. If I have any questions, I will communicate with Guam Community College and by submitting this form the employer and its representatives agree with the terms and conditions.

Catherine S. Gutierrez, Logistics Manger
Authorized Representative's PRINT Name, Title & SIGNATURE

Date:

10.03.18

SKILLS/COMPETENCIES RATING

The National Association of Colleges and Employers (NACE) identified seven essential needs of career readiness competencies/skills based on research among employers. **Please indicate how essential are EACH competency/skill for Each position you identified in the job posting.** Your information will help Career Placement compare Guam data to the national data.

	Absolutely Essential	Essential	Somewhat Essential	Not Very Essential	Not Essential at All
1. Critical Thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional/Work Ethics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.Oral/Written Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Teamwork/Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Information Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Global/Multicultural Fluency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>