



## JOB ANNOUNCEMENT “OPEN COMPETITIVE”

**GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:**

<b>POSITION TITLE:</b>  <p style="text-align: center;"><b>Program Coordinator II</b></p>	<b>ANNOUNCEMENT NUMBER:</b> JA#026-20  <b>POSITION STATUS:</b> Permanent/Full-Time
<b>SALARY:</b> Pay Grade: M  Open: 1-7; \$40,762 – \$50,953 per annum Promo: 1-18; \$40,762 – \$71,844 per annum	<b>OPENING DATE:</b>  <p style="text-align: center;"><b>October 28, 2020</b></p>
<b>DIVISION:</b>  <p style="text-align: center;"><b>ACADEMIC AFFAIRS</b> Continuing Education &amp; Workforce Development</p>	<b>CLOSING DATE:</b>  <p style="text-align: center;"><b>November 12, 2020</b> 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

**MINIMUM EXPERIENCE AND TRAINING:**

- a) One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and 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 working in Higher Education with workforce development, student transition programs (i.e., into college or the workforce) and work-ready assessments

**PURSUANT TO PUBLIC LAW 27-61:** Graduation from high school or a successful completion of a General Education Development (GED) Test or any equivalent combination of a certification program from a recognized accredited or certified vocational technical institution in a specialized field required for the job.

**NATURE OF WORK IN THIS CLASS:**

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

Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids.

Participates in the development and implementation of comprehensive plans and annual work programs; assist in analyzing and appraising program performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility.

Participates in the preparation of the fiscal year program budget requirements under federal and local programs.

Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved.

Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness.

Collects and analyzes statistical data, prepares program studies and performs research.

Performs related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply pertinent program policies, rules and regulations.

Ability to apply bookkeeping principles and compilation of statistics.

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

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 reports.

**WHO SHOULD APPLY:**

Open to the public and Government of Guam employees

**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., of the deadline. Applications are also available online at [www.guamcc.edu](http://www.guamcc.edu). For more information, visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at [hrjobs@guamcc.edu](mailto: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.

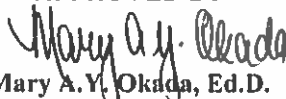
**EDUCATION:**

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of 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](http://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. Y. Okada, Ed.D.  
President

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