



## JOB ANNOUNCEMENT "OPEN COMPETITIVE"

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

<b>POSITION TITLE:</b>  <p style="text-align: center;"><b>ADMINISTRATIVE AIDE</b></p>	<b>ANNOUNCEMENT NUMBER:</b> JA#027-24  <b>POSITION STATUS:</b> Permanent/Full-Time
<b>SALARY:</b> Pay Grade: F  Open: 1-7; \$28,269 – \$35,336 per annum Promo: 1-18; \$28,269 – \$49,824 per annum	<b>OPENING DATE:</b>  <p style="text-align: center;"><b>July 12, 2024</b></p>
<b>DIVISION:</b>  <p style="text-align: center;"><b>ACADEMIC AFFAIRS Technology &amp; Student Services</b></p>	<b>CLOSING DATE:</b>  <p style="text-align: center;"><b>July 26, 2024</b> 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Two years of experience involving public contact work with arithmetic computations; **OR**
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SELECTIVE FACTOR:** Must be able to work nights and Saturdays. Proficient in MicroSoft Office (i.e. MicroSoft Word and MicroSoft Excel).

**PLUS PURSUANT TO 4 GCA §4101(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 clerical and administrative work involved in interpreting and applying appropriate laws, rules, regulations, policies, and procedures for an agency's program or support functions.

**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).*

Accepts and reviews application for admission to the College; screen and established students' records for admission requirements; posts cancelled courses, add/drop on student application and registration; advises or counsels students on resident requirements, courses required and academic status; coordinates regular and late registration for placement.

Establishes and implements office procedures.

Requisitions and follows through on supplies and services.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of modern office practices and procedures.

Ability to apply and interpret established laws, rules, regulations and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

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.

**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](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 extension 5536/5538.

**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.

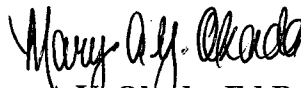
**EDUCATION:**

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



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President

GCC is an equal opportunity provider and employer

GUAMCOMMUNITYCOLLEGE

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