



GUAM COMMUNITY COLLEGE
JOB ANNOUNCEMENT
 “OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: <p style="text-align: center;">ASSOCIATE DEAN</p>	ANNOUNCEMENT NUMBER: JA#037-19 POSITION STATUS: Permanent/Full-Time				
SALARY: Pay Grade: N <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>MINIMUM</u></td> <td style="text-align: center; border: none;"><u>MAXIMUM</u></td> </tr> <tr> <td style="text-align: center; border: none;">Step 4A \$68,079</td> <td style="text-align: center; border: none;">Step 7D \$79,037</td> </tr> </table>	<u>MINIMUM</u>	<u>MAXIMUM</u>	Step 4A \$68,079	Step 7D \$79,037	OPENING DATE: <p style="text-align: center;">October 25, 2019</p>
<u>MINIMUM</u>	<u>MAXIMUM</u>				
Step 4A \$68,079	Step 7D \$79,037				
DIVISION: <p style="text-align: center;">ACADEMIC AFFAIRS School of Trades and Professional Services</p>	CLOSING DATE: <p style="text-align: center;">November 25, 2019 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>				

MINIMUM EXPERIENCE AND TRAINING:

Master's degree in career technical education area, educational administration or related area from an accredited college or university plus four (4) years experience in teaching or related services at the secondary or postsecondary level, of which two (2) years must have been as a department chairperson or related administrative experience

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:

The position of Associate Dean is a mid-level administrator at the College who reports directly to the divisional dean. General responsibilities include working closely with the respective divisional dean and staff of the division in curriculum, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

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.)

Program Development and Management

- Provides technical assistance to instructional faculty and staff in the process of curriculum development, including documentation, review, improvement and/or creation.
- Provides assistance to instructional departments within the division in developing master schedules and room utilization within the division.
- Provides support to the dean in strategic planning to meet institutional goals.
- Works with the dean in preparation of student programs, policies, and handbooks.
- Assists in writing and/or managing various grants.
- Administers various programs as assigned by the Dean

Budget and Resources

- Provides assistance to instructional faculty in the budgetary process. Forms of assistance include budget development and expenditure processes.
- Assists in creating a safe environment for our students.
- Follows all budgeting processes relative to grants or student activities.
- Maintains inventory of division properties.

Leadership

- Serves as a member on College Committees as assigned.
- Provides liaison for coordination between divisions, departments and deans in instructional matters.
- Represent the Division at college events related to orientation, admissions and student programs.
- Provides support to faculty and programs in their assessment efforts.
- Develops adjunct faculty orientation, training, and services and identifies and recommends professional development opportunities for faculty and staff.
- Serves as representative for the Division as determined by Dean.

Personnel

- Evaluates faculty and staff and makes appropriate recommendations to the dean regarding rating and retention.
- Assists the dean in screening and interviewing applicants for full-time and part-time teaching and staff positions.
- Assists Dean with resolving issues and problems that arise with faculty, students, and staff.
- Maintains a positive and effective working relationship with faculty and staff.

Policy Administration

- Assists Dean in solving day-to-day personnel, supply, and equipment problems.
- Helps supervise student activities.
- Formulates student personnel policies, such as code of ethics.
- Maintains and oversees student behavior policies and related actions and records attendance and disciplinary procedures; keeps records of disciplinary actions; and confers with students, teachers and parents (in the secondary environment).
- Maintains records and prepares reports.
- Assists and advises the Dean as requested.
- Participates in the development and implementation of College policies and procedures.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Insures the free exercise and protection of student rights on campus.

Continues to develop skills necessary for effective academic management and leadership.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of school administration.

Knowledge of the goals and objectives of the College and their relationship to the division.

Knowledge of the divisional programs.

Knowledge of all student activities and organizations.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to speak and write clearly, concisely, and effectively.

Ability to comprehend and analyze detailed written matter.

Ability to organize and plan effectively.

Ability to prioritize work, establishes realistic timelines, and meets deadlines.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to understand and apply mathematical principles.

Ability to comprehend the scope and interrelationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to supervise work and training of professional and non-professional employees.

Ability to maintain school discipline.

Ability to effectively relate to students, parents, and staff members while administering disciplinary policies.

Ability to use sound judgment in evaluating administrative problems and in making effective recommendations.

Ability to work effectively under pressure.

A good sense of humor.

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., 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) 735-5537/8.

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.

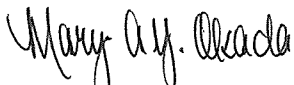

EDUCATION:

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.

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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