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ANNOUNCEMENT

May 7, 2010

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR LIMITED TERM, FULL TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Ann. No. 070-10

Position Title
INFORMATION TECHNICIAN

Salary:
\$14.00 Per Hour

Open Date: May 7, 2010
Closing Date: Continuous Until Filled

(100% ARRA Funding through September 30, 2011 only and funded up to the amount authorized.)

MINIMUM QUALIFICATIONS:

Associate Degree plus one (1) year of experience in installing, repairing and maintaining a variety of computer equipment related devices and programs; or high school diploma with three (3) years of experience that provides the required knowledge and abilities in related fields.


Preferred: Bachelor's degree in Information Systems, Computer Science or related field.

NATURE OF WORK:

This is moderately technical work involved in installing, repairing and maintaining a variety of computer equipment related devices and programs. This position facilitates technical support for the Financial Aid Office.

DUTIES AND RESPONSIBILITIES:

Computer set-up and inventory: Unpack, connect and test new computers, printers, drives and other peripherals; install and test operating systems, menus and authorized software; record all serial numbers and locations; disconnect, move, reconnect, and test computers reassigned to new locations. This position will provide computer maintenance support for the Financial Aid Office. This position will assist in providing technical support in areas of hardware, software, and expertise in processing financial aid awards and generating data for federal, state, and University reports. Must have knowledge and experience of installing, repairing, and maintaining a variety of computer equipment related devices and programs. Assist students using hardware/software to complete assignments. Serves as the principle source of information on equipment status and problems solving with minimal or no direction. Maintains a current inventory of supplies, software licenses, and equipment. Ability to write reports and maintain records. Ability to communicate effectively orally and in writing. Performs related duties as assigned.


ELAINE FACULO-GOGUE
Chief Human Resources Officer, Acting

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

INFORMATION TECHNICIAN #070-10

Education:

Applicants claiming degrees or credit hours are required to provide a copy of their transcripts, high school diploma or GED certification.

Veterans/ Disability Preference:

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

If applicable, the applicant is subject to **E-Verify** Rules.

Police and Court Clearance:

If selected for the position, you must submit a recent police and court (Superior Court of Guam) clearance of no more than three (3) months old from the notification of selection as a condition of employment. Off-island applicants must obtain clearances from their last place of residence. The cost of the clearance is the applicant's responsibility.

How to Apply:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building. Applications may be obtained from this office, or the HR website: <http://www.uoghro.com>. Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1/2 or 735-2355.

The University of Guam is an Equal Opportunity Employer and Provider:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine Faculo-Gogue, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).