



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its programs or activities.

ANNOUNCEMENT

July 26, 2010

THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:

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

Announcement No. 091-10

Position Title: IT OPERATION SUPPORT TECHNICIAN

MINIMUM QUALIFICATIONS:

Associate's Degree in Computer Science or related field; or equivalent technical training or certificate.
Preferred: Bachelor's Degree in Information Systems, Computer Science or related field.

VICE

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

FOR MORE INFORMATION:

Please call 735-2350, fax 734-6005, or Visit the Human Resources Office, Administration Building at the University of Guam for additional information regarding the qualifications and requirements for the position.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disability Act. For assistance in EEO/ADA matters and inquires concerning applications of Title IV and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine Faculo-Gogue, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).


ELAINE FACULO-GOGUE
Chief Human Resources Officer, Acting

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER



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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. 091-10

Position Title

IT OPERATION SUPPORT TECHNICIAN

Salary Range:

\$10.00 - \$16.00 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's Degree in Computer Science or related field.

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

EXPERIENCE: Working knowledge of window based and Apple/Macintosh computers, servers, system administration and A+ skills.

FUNCTIONAL NARRATIVE:

To set-up, maintain, test, and to repair computers, peripherals and multimedia equipment; to support access to internet services; to monitor and support the computer labs and LANs of the unit; to support technology procurement and deployment; to track hardware and software assets, including proper disposal of surplus and non-functional assets; to manage hardware warranties and software licenses; to facilitate technical support for distance education; to support special IT projects.

DUTIES AND RESPONSIBILITIES:

Computer set 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 over 30 combined courses in Accounting, Finance, Economics, and Information Systems, including maintenance and support of four instructional computer laboratories to support these courses. In addition, it is anticipated that through this dedicated full-time computer technician faculty within the School of Business and Public Administration will have support to develop hybrid and distance education courses.

ELAINE FACULO-COGUE

Chief Human Resources Officer, Acting

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IT OPERATION SUPPORT TECHNICIAN #091-10

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:

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