



GUAMCOMMUNITYCOLLEGE

# JOB ANNOUNCEMENT

## “OPEN COMPETITIVE”

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

<b>ACADEMIC POSITION TITLE:</b>  <b>Program Coordinator III</b>	<b>ANNOUNCEMENT NUMBER:</b> JA#002-25  <b>POSITION STATUS:</b> Limited Term Appointment / Full-Time
<b>SALARY:</b> Pay Grade: N  Open: 1-7; \$54,918 – \$68,648 per annum Promo: 1-18; \$54,918 – \$96,793 per annum	<b>OPENING DATE:</b>  <b>January 13, 2025</b>
<b>DIVISION:</b>  <b>ACADEMIC AFFAIRS</b> <b>Technology and Student Services</b>	<b>CLOSING DATE:</b>  <b>January 27, 2025</b>  5:00 p.m. (GMT +10:00) Guam, Port Moresby

### MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in planning, developing, coordinating or 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 in conservation and restoration initiatives and knowledge in indigenous languages and values of the Mariana Islands.

### PLUS PURSUANT TO 4GCA §410(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 complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

### ILLUSTRATIVE EXAMPLES OF WORK:

**(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed.)**

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assist in the promotion and coordination of Federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs.

Performs related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of modern public administration.

Knowledge of bookkeeping principles and compilation of statistics.

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

Ability to learn, interpret and apply pertinent laws, regulations and related program guidelines.

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 technical 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 ext. 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.

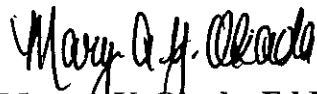
**EDUCATION:**

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside 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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GUAMCOMMUNITYCOLLEGE

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