



Human Resources Office

JOB ANNOUNCEMENT "OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: ASSOCIATE DEAN	ANNOUNCEMENT NUMBER: JA#023-11 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: P Open: 1-10 \$36,850 - \$55,274 per annum Promo: 1-20 \$36,850 - \$77,969 per annum	OPENING DATE: September 13, 2011
DIVISION: ACADEMIC AFFAIRS Technology & Student Services Dean's Office	CLOSING DATE: September 26, 2011

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; OR
- Bachelor's degree in career technical education area, educational administration or related area from an accreditation college or university plus eight (8) 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.

SELECTIVE FACTOR: Experience in higher education administration.

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.

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 proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. 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.

POLICE AND COURT CLEARANCE:

All applicants accepting employment with Guam Community College must submit a current police and court clearance as a condition of employment.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). 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.

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.

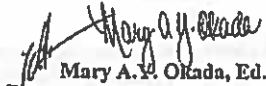
WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Employment applications are available at the GCC HUMAN RESOURCES OFFICE, Room 2112/3, Student Services and Administration Building or at www.guamcc.edu. For more information call (671) 735-5537/8, visit our website www.guamcc.edu or e-mail hr@guamcc.edu.

APPROVED BY


Mary A. Y. Okada, Ed.D.
President

JOB ANNOUNCEMENT
"OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: SAFETY INSPECTOR I	ANNOUNCEMENT NUMBER: JA#021-11 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: G Open: 1-10; \$18,723 - \$28,085 per annum Promo: 1-20; \$18,723 - \$39,617 per annum	OPENING DATE: July 25, 2011
DIVISION: FINANCE & ADMINISTRATION Environmental Health & Safety	CLOSING DATE: August 5, 2011

MINIMUM EXPERIENCE AND TRAINING:

- Two years of work experience which has provided general knowledge of safety rules, regulations and practices; and graduation from high school; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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 routine technical occupational safety inspection work.

Employees in this class perform routine occupational safety inspection, accident investigation and prevention duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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.)*

Conducts routine safety inspections of work areas, structures, machinery, equipment and working conditions to determine compliance with established occupational safety codes and regulations; reports unsafe conditions and makes recommendations to correct safety hazards and undesirable conditions, and to increase the effectiveness and use of safety features.

Observes crews at work and reports laxity in safety precautions, such as failure to use safety shoes, hat, rubber gloves and other safety devices.

Investigates accidents occurring during work; prepares reports showing causes of accident and recommends measures designed to prevent recurrence.

Maintains fire prevention materials and other safety and first aid supplies; distributes safety literature and places safety posters in designated locations.

Prepares and maintains records, statistics and other reports relative to the safety program.

May instruct workers in use of safety equipment and safe work methods.

Performs related duties as required.



Human Resources Office

JOB ANNOUNCEMENT "OPEN COMPETITIVE" JA#014-09

Opening Date: **JUN 08 2009** Closing Date: **JUN 19 2009**

Guam Community College is accepting applications for the following positions to establish a list:

FULL-TIME FACULTY POSITION:



Pro-Start CULINARY:

At least five years experience or combination of experience as a chef (executive, sous, de parte, or de cuisine), restaurant food service manager, public school cafeteria manager, or military food service mess manager.

GENERAL DESCRIPTION:

This is a nine (9) month instructional faculty position. Applicants appointed to this position will be assigned a faculty rank consistent with the College ranking system. This is a secondary (high school) assignment position.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Employment applications are available at the GCC HUMAN RESOURCES OFFICE, Room 2112/3, Student Services and Administration Building or at www.guamcc.edu. For more information call (671) 735-5537/8, or e-mail us at hr@guamcc.edu.

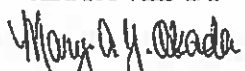
EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

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 TB testing must be paid for by the applicant.

APPROVED BY


Mary A. Y. Okada, Ed.D.
President

AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT

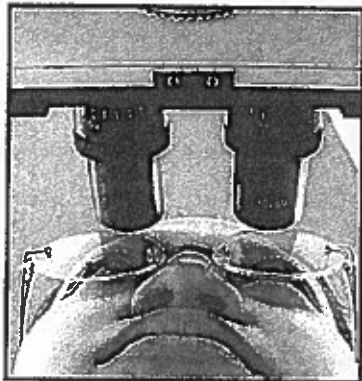
"OPEN COMPETITIVE"

JA# 008-09

Opening Date: MAR 18 2009 Closing Date: APR 08 2009

Guam Community College is accepting applications for the following positions to establish a list:

FULL-TIME FACULTY POSITION:



SCIENCE

SELECTIVE FACTOR:

Experience or requisite knowledge of Marine Biology and Environmental Biology.

GENERAL DESCRIPTION:

This is a nine (9) month instructional faculty position. Applicants appointed to this position will be assigned a faculty rank consistent with the College ranking system.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

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EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

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President

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P.O. Box 23069, Barrigada, GU 96921 Website: www.guamcc.edu Phone: (671) 735-5537/8 Fax: (671) 734-5238



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JOB ANNOUNCEMENT "OPEN COMPETITIVE" JA#016-11

Opening Date: May 16, 2011 Closing Date: May 27, 2011

Guam Community College is accepting applications for the following positions to establish a list:

FULL-TIME FACULTY POSITION:



Criminal Justice with Selective Factor:

SELECTIVE FACTOR:

A lawyer licensed to practice on Guam. Plus the minimum requirement identified in the Guam Community College's Faculty Job Specifications.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

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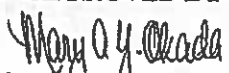
EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

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**JOB ANNOUNCEMENT
"OPEN COMPETITIVE"
JA# 019-11**

Opening Date: JUN 09 2011 Closing Date: JUN 22 2011

Guam Community College is accepting applications for the following positions to establish a list:

**FULL-TIME FACULTY POSITION:
CONSTRUCTION TRADES - Carpentry**

GENERAL DESCRIPTION:

This is a nine (9) month instructional faculty position. Applicants appointed to this position will be assigned a faculty rank consistent with the College ranking system. This is a secondary (high school) assignment position.



WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

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EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

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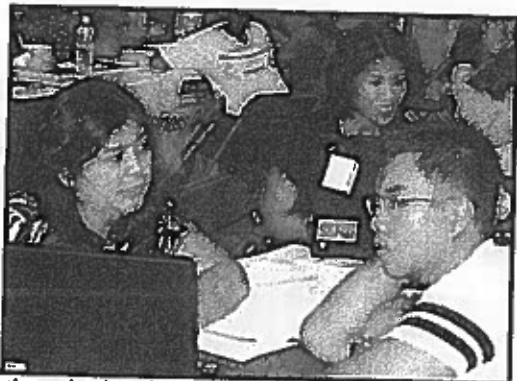
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P.O. Box 23069, Barrigada, GU 96921 Phone: (671) 735-5537/8 Fax: (671) 734-5238

JOB ANNOUNCEMENT
"OPEN COMPETITIVE"
JA# 018-11

Opening Date: JUN 09 2011 Closing Date: JUN 22 2011

Guam Community College is accepting applications for the following positions to establish a list:



FULL-TIME FACULTY POSITION:

COUNSELOR, (9 months) Vocational Counseling
(Career Development & Guidance Counselor)

DESIRABLE EDUCATIONAL QUALIFICATIONS:
Masters degree in Guidance and Counseling.

GENERAL DESCRIPTION:

The career development and guidance counselor engages with students, parents, the school community, and the community at large. Counselors assists students in the assessment and understanding of their abilities, talents, aptitudes, interests and personality characteristics in order to aid them in developing realistic academic and career choices. Career education information, programs, and activities are also offered as a means to supplement the student's decision-making process. Interviews, counseling sessions, tests and other appropriate methods of evaluation are used when assisting students with career decision-making and personal, family, educational, and emotional challenges. Counselors also serve as an advocate for students and work with various individuals, agencies, and organizations to promote the academic, career, and personal development of students. Additionally, high school counselors recruit for and advise students regarding high school satellite programs, postsecondary opportunities, college majors and financial aid resources.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Employment applications are available at the GCC HUMAN RESOURCES OFFICE, Room 2112/3, Student Services and Administration Building or at www.guamcc.edu. For more information call (671) 735-5537/8, or e-mail us at hr@guamcc.edu.

EDUCATION:

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