

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SELECTION OF PRESIDENT

WHEREAS, while the authority and responsibility of the Board is clear (17 GCA, Chapter 31 subsection 31109 and subsection 31110), participation in the review and selection process by a wide variety of constituents has been the practice of the College, and the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community, and

WHEREAS, the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the community; and

WHEREAS, the Board of Trustees is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

WHEREAS, while the Board of Trustees feels that the selection of the President is one of its major responsibilities, it also recognizes that the participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;

NOW, THEREFORE, BE IT RESOLVED, that when a vacancy in the Presidency will occur, the Board of Trustees shall appoint a Screening Committee whose responsibility shall be to advertise the position, accept, screen and interview applicants, and recommend to the Board of Trustees at least two but preferably three applicants who best meet the advertised criteria;

BE IT FURTHER RESOLVED, that the Screening Committee shall consist of one member of the Board of Trustees who is not the Chairperson of the Board of Trustees, the Student member of the Board of Trustees, the two advisory members to the Board of Trustees, the GCC Faculty Senate President, and two members of the general community chosen by the Board of Trustees, with five members constituting a quorum. Each shall have a vote within the Committee. The committee shall elect the Chairperson for the committee. Screening Committee Support is to be provided by the Vice President for Academic Affairs and the Human Resources Administrator.

BE IT FURTHER RESOLVED, that the Presidential searches are not usually hurried. It is a process that should be open to the public scrutiny, inclusive, dignified, careful, and methodical. While the process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendations report is forwarded to the Board of Trustees. A minimum amount of time for accepting application would be three (3) months. The procedures and timeline for the Presidential Search shall be as follows:

Step 1

Screening Committee notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the Board of Trustees shall be guided in the presidential search by these minimum qualifications for applicants for the presidency:

MINIMUM EDUCATION AND EXPERIENCE:

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus four (4) years of teaching and three (3) years of administrative experience at a post secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.

- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus five (5) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling nine (9) years of experience in an educational institution.

Preferred Experience: Experience at a Pacific Island community college or university is preferred.

MINIMUM PROFESSIONAL QUALIFICATIONS:

Dedication to the community college philosophy, mission, and to the promotion of high academic standards.

Demonstrated creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities which demand respect from faculty, staff, students, community members and peers.

Step 2

The Committee will establish Advertising parameters (local and/or mainland US as needed). The first public advertising of the job announcement will occur and the Committee will prepare interview questions and submit them to the EEO Officer for review.

Step 3

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicant begins (acknowledgment of application, verification and follow-up of supporting documents, respond to inquiries). The Human Resources Administrator and the Academic Vice President will review all qualified applicants (in accordance with Policy 455, Job Announcement and Method of Evaluation). If there are ten (10) or fewer qualified applicants, all will be reviewed by the Screening Committee. If there are more than ten (10) qualified applicants, the Committee will determine if the list, as established by the Committee or the Human Resources Administrator and the Academic Vice President, will be limited to ten (10) applicants.

Step 4

The Committee will review applications and establish a list of qualified candidates to be interviewed. The Human Resources Administrator will conduct a background and reference check of applicants to be interviewed (background and reference check takes a minimum of one week to complete).

Step 5

The Screening Committee will conduct the interviews as follows:

If the applicant is on-island, a personal interview will be conducted.

If the applicant is off-island, a telephone conference interview will be conducted.

The Human Resources Administrator and the Academic Vice President will coordinate all logistics for the interviews.

Off-island interviews may be arranged as directed by the Committee.

Step 6

The Screening Committee will forward to the Board of Trustees (BOT) its recommendation and files of recommended applicants. The BOT, upon receiving the recommendations of the Screening Committee, shall interview all candidates

recommended using a standard set of questions prepared by the Board of Trustees in advance.

BE IT FURTHER RESOLVED, that the Board of Trustees shall either appoint one of the candidates advanced by the Screening Committee or reject all such candidates and ask the Screening Committee to submit additional names meeting the qualifications. The BOT upon receiving any or all additional names may interview the remaining applicants.

Steps to the Presidential Search Process

And while somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

Acceptance of the current President's intent to vacate the position

Development of a transition plan

The Presidential Search Process is the beginning of the transition plan. The Board, the current President and new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

Designation of an Interim President

Needed if a new President is not able to start by _____.

Development/update of job description

Minimum Education and Experience
Minimum Professional Qualifications
Description of Duties
Methods of Evaluations
Range of compensation
Required documents
(Samples attached)

Development of a detailed ad for publication

Description of the Institution
Institutional philosophy
Job description
Instructions for the application process
Closing date and anticipated decision date
Methods of notification
(See file for previous announcements)

Where to advertise

GCC Website
Local Print Media (i.e. PDN, Marianas Variety)
Circulations of Job Announcement (referrals, nominations, etc.)

Development/update of rating instruments and criteria

(See file for past instrument)

Presidential Search time lines

(See attached Presidential Search time line)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce time lines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of personal or telephone interviews

- Review and discussion of each viable candidate attributes
- Verbal offer to selected candidate
- Negotiation of salary and start-date
- Formal written offer to selected candidate (including contract)
- Notification to candidates not selected

Amended & Adopted: January 8, 2009

Resolution 8-2009

Adopted: December 6, 1995

Resolution: 1-96

Revised/Adopted: April 5, 2000

Resolution 6-2000

Revised/Adopted: September 5, 2006

Resolution 14-2006

VICE PRESIDENT FOR ACADEMIC AFFAIRS

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve-month service position reporting directly to the President of the College. The Vice President for Academic Affairs is a top-level manager who has the primary responsibility to provide leadership and direction in all matters relating to Academic Affairs, including Student Services and Support, Instruction, Community Programs and Continuing Education, Institutional Assessment, and Accreditation. The Vice President for Academic Affairs must possess outstanding organizational, communications, and management skills, with an in-depth understanding of higher education and the academic roles of the College. Reporting directly to the Vice President for Academic Affairs are the Deans, Coordinator for Admissions and Registration, Assistant Director for the Office of Assessment and Institutional Effectiveness, and other personnel assigned by the President to assist with academic matters.

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.)*

Responsibilities of the Vice President for Academic Affairs include supervision of personnel and programs in cooperation with the Deans in such areas as:

- Admissions and Registration
 - Curriculum Planning and Review
 - Instruction
 - Community Programs and Continuing Education
 - Selection of Instructors
 - Guidance Services
 - Grants Coordination
 - Scheduling of Classes
 - In-Service Training of Instructors
 - Operation of Student Services
 - Evaluation of Instruction
 - Assessment and Institutional Effectiveness
 - Library Services
 - Use of Advisory Committees
 - Annual Accountability Reports
 - Accreditation Reports
 - Self-Study Reports and Planning
 - College Catalogue
 - Contract Negotiation
 - Faculty Governance
 - Budget Development and Management
 - Review of Legislative Matters
 - Service on Boards and Commissions
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- Other duties as assigned by the President

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Dedication to the community college philosophy, mission, and to the promotion of high academic standards.

Demonstrates creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities that demand respect from faculty, staff, students, community members and peers.

Ability to prioritize work to establish realistic time schedules and to meet deadlines.

Ability to comprehend and analyze detailed written matter.

Ability to interpret and apply complex rules and regulations.

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

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

Ability to comprehend the scope and inter-relationships 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 work effectively under pressure.

A good sense of humor.

MINIMUM EXPERIENCE AND TRAINING:

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus two (2) years of teaching and three (3) years of progressively responsible high level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level; or
- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the college;

Vice President for Academic Affairs

plus three (3) years of teaching and four (4) years of progressively responsible high level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level.

Preferred Experience: Experience at a Pacific Island community college, university or school is preferred.

Ratified:


for CHAIRPERSON, BOARD OF TRUSTEES
GINA Y. RAMOS

Pay Grade S

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve month service position reporting directly to the President. The Vice President for Finance and Administration is the Chief Financial and Business Officer of the College. The Vice President for Finance and Administration is a top-level manager who has the primary responsibility to provide leadership and direction in all matters related to Business, Finance, and Administration.

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.)*

The primary responsibilities of the Vice President for Finance and Administration are to analyze, interpret and manage the business, financial affairs and administration of the College and report the financial condition of the College to the President and Board of Trustees along with appropriate recommendations regarding all financial affairs of the College. Reporting directly to the Vice President for Finance and Administration are the Administrators for the following departments: Business Office, Student Financial Aid, Materials Management, Human Resources, Management Information Systems, and Environmental Health and Safety. Duties of the Vice President for Finance and Administration may include all or most of the following but are not limited to only those listed:

- Financial Accounting and Reporting
 - Development, operation and maintenance of the basic financial accounting and records systems.
 - Preparation of financial reports and analyses that inform the President, Board of Trustees and the College community of the financial status of the institution.
- Fiscal Management
 - Management of all financial operations of the College including design of the systems, preparation and presentation of financial reports, conduct of financial analyses, provision of appropriate controls and internal audits, billing, collection, calculation of indirect cost, rates, payment of invoices, etc.
 - Management and administration, within the College policy, of all College funds including auxiliary enterprises, service departments, student activities, etc.
 - Financial resource management, investment and strategy development for college funds and endowments.
 - Cash management.
 - Management of grant project finances.

- Financial planning, budget development and management.
 - Coordinates college investments to ensure maximum return on investments in Certificate of Deposits and money market funds.
- Business Management
 - Purchasing goods and services.
 - Procurement management.
 - Inventory maintenance and control.
 - Auxiliary enterprises.
 - Develop and implement fiscal controls pertaining to business affairs.
 - Facility and liability insurance, including risk management.
- Administration
 - Recommends and executes plans for information technology to support and meet the College's objective based on research and evaluation from appropriate committees/group.
 - Directs the implementation and execution of new/upgraded information systems.
 - Responsible for the efficient delivery of support services such as photocopying, messenger services and telephonic communications.
- Leadership and Policy Development for financial planning, budgeting, accounting, human resources, information systems, procurement services, business operations, risk management, and environment health and safety programs.
- Supervision, Evaluation and Training of Administrators and Staff.
- Maintain ongoing business and organizational relationship with the appropriate officials and employees of federal, state, community, other educational institutions, and other business entities and organizations which have financial or legal relationships with the college.
- Negotiates with external organizations and builds relations with banks, bondholders and other sources of financial and financial services.
- Establish operations standards for cost control, waste reduction, quality, safety, and complete and on-time services/delivery.
- Ensure that the College is in compliance with federal and local law, rules and regulations, and Board policies in area of responsibilities.
- Overall guidance to ensure safety and health of all constituencies within the College.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Effective planning and organizational skills.

Ability to prioritize work, establish realistic time schedules and meet deadlines.

Knowledge of education financial management and recommends policies and procedures that ensure the college is in compliance with the funding requirements.

Maintain expertise in federal and state policies and regulations as they pertain to the community college.

Oversees contract management and is responsible for the maintenance of all documents related thereto.

Analyze, interpret, and apply detailed written policy and complex rules and regulations.

Ability to apply accounting and mathematical principles.

Knowledge and skill in the development and use of management information systems.

Knowledge, experience, and skill in establishing and operating computerized financial accounting management and reporting systems, including fixed assets and capital projects.

Oversees the timely preparation of the college's annual budgets, including the production of all related internal and external documentation, for review and approval, where applicable, by the Board of Trustees.

Ability to work effectively with a wide variety of people both individually and in groups including interpersonal relationship conflict resolution.

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

Skills in clear and effective communication both oral and written.

Must be strong a strong financial planner, analyst and strategist.

Ability to make judgment regarding programs and financial accounting.

Ability to work effectively under pressure.

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

MINIMUM EXPERIENCE AND TRAINING:

- a) Master's Degree from an accredited college or university in Business Administration with a concentration in financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems;

three (3) years of which shall be supervisory experience and four (4) years in education financial management work; or

- b) Certified Public Accountant (U.S. Certified) and a Bachelor's Degree from an accredited college or university in Business Administration with a concentration in accounting, financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems; three (3) years of which shall be supervisory experience and four (4) years of experience in auditing an educational institution.

Ratified: OCT 06 2010


CHAIRPERSON, BOARD OF TRUSTEES
GINA Y. RAMOS

Pay Grade S

Dean

NATURE OF WORK:

The position of Dean is a high level administrator at the College who reports directly to the Chief Academic Officer / Vice President for Academic Affairs. The Dean manages a large and complex division of the College which has various instructional and/or non-instructional support departments, programs, and both full-time and adjunct faculty and other professional and support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples may not include all the duties which may be assigned; and any one position may not include all of the duties listed).*

Manages the administration of the school at the secondary, postsecondary, and adult levels with assistance from the associate deans and department chairpersons.

Program Development and Management

- Supervises, reviews, edits, program and course documents.
- Monitor's department assessment plans and implementation of the use of assessment results.
- Collaborates with dean(s), associate deans, department chairs, and coordinator for admissions and registration to assure a dynamic and student-centered class schedule that assures students can complete programs of study efficiently.
- Develops schedules of course offerings with dean(s), associate deans, department chairpersons, and the coordinator for admissions and registration and participates in the efficient use of the facilities.
- Works collaboratively to create and align division and program goals with the college's academic and strategic plan and the college's strategic directions.
- Maintains and organizes data for division planning.
- Plans, organizes, and oversees student development programs.
- Assists with grant development and monitoring grants assigned to the division.

Budget and Resources

- Develops budget requests, allocates resources, and controls expenditures from approved budgets.
- Manages, distributes, and monitors area resources.
- Manages the division's budget and planning, personnel, procurement, inventory, and divisional expenditures.
- Participates in the planning of new facilities and their adaptation to the purpose of instruction.
- Monitors enrollment within division programs and across the college for trends and advanced warning for growth or decline.
- Assists in the efficient use of facilities.

Leadership

- Fosters excellence in instruction and programming.

- Represents area of responsibility to appropriate community and professional organizations.
- Serves on several campus committees as part of the participatory governance structure.
- Represents the college on various committees or boards external to or related to the college.
- Performs important liaison functions with government agencies.
- Acts in the capacity of the Vice President for Academic Affairs in his/her absence when appointed by the President.

Personnel

- Defines job responsibilities, assigns duties, and supervises non-faculty personnel.
- Fosters faculty and staff professional growth.
- Evaluates faculty and staff and makes appropriate recommendations regarding rating and retention.
- Reviews and approves faculty schedules, workloads, leave forms and other submissions.
- Develops, plans and implements work schedules to ensure necessary coverage during regular and peak periods and certifies all payrolls.
- Interviews and screens all applicants for full-time teaching and other professional positions and makes recommendations to the President regarding employment.
- Applies appropriate disciplinary procedures when necessary and makes recommendations on discipline of faculty or staff to the President via the Vice President for Academic Affairs.

Policy Administration

- Participates in, initiates the development of, and ensures the enforcement of academic regulations, admission policies and procedures, student code of conduct, and student grievance and appeal procedures.
- Works closely with Departments to ensure advisory committees meet as required and reviews minutes for ideas on program direction and development.
- Maintains records and prepares reports.
- Participates in and supports the accreditation process.
- Advises the Vice President for Academic Affairs and the President of College-wide matters as requested.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Serves on the President's management team.
- Insures the free exercise and protection of student rights on campus.

Anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.

Directs the activities of the associate dean.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

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 budget development and implementation at the division level.

Knowledge of federal and state codes, laws and regulations relating to the function of the position.

Knowledge of student diversity and equity issues.

Ability to provide accountable leadership resulting in productive, efficient working relationships.

Ability to organize and plan effectively.

Ability to prioritize work, to establish realistic time schedules, and to meet deadlines.

Ability to comprehend and analyze detailed written matter.

Ability to communicate effectively in both oral and written forms.

Ability to understand and apply mathematical principles.

Ability to interpret and apply complex rules and regulations.

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

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

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

Ability to provide administrative direction and supervision to program managers and staff.

Ability to select, train, supervise, motivate and evaluate program managers and other staff.

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

Ability to make effective decisions and take independent action.

Ability to research and analyze information.

Ability to identify trends and foresee problems.

Ability to visibly and positively represent College to the public.

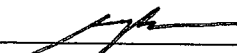
Ability to work effectively under pressure.

A good sense of humor.

MINIMUM EXPERIENCE AND TRAINING:

- A. Doctorate degree in any of the areas of professional education from an accredited college or university plus four (4) years teaching *and/or* school educational administrative experience: OR
- B. Master's degree in career technical area, educational administration or related area from an accredited college or university plus four (4) years administrative experience at a secondary or postsecondary career technical institution and at least four (4) years teaching experience at the secondary or postsecondary level.

Ratified: AUG 17 2011



**CHAIRPERSON
BOARD OF TRUSTEES**

Assistant Director for Planning and Development

NATURE OF WORK IN THIS CLASS:

This complex specialized work involves planning, developing, implementing, and directing the Planning and Development Office initiatives to meet the goals and objectives of the College.

This position is responsible for conceptualizing, developing, and managing institutional and program initiatives that impact internal and external constituencies of the college, in alignment with the goals of the College's Strategic Master Plan.

The Assistant Director for Planning and Development is primarily responsible for leading and implementing an array of specialized programs and projects to meet institutional and community needs in support of the College's mission in all matters related to administration of Perkins and Adult Education and Family Literacy Act (AEFLA) grants and facility/maintenance planning functions.

This position reports to the President and works closely with senior management.

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.)*

The primary responsibilities of the Assistant Director for Planning and Development are to provide the President with technical expertise (e.g., analyze, interpret, and initiate) on a variety of institutional projects, programs, and matters as they relate to institutional initiatives. These initiatives include but are not limited to federal grants (Perkins and AEFLA) and facilities/maintenance. The Assistant Director for P&D evaluates and manages staff reporting directly to him/her from the State Agency Office (Perkins and AEFLA), Facilities, and Planning and Development Office. Duties of the Assistant Director for Planning and Development may include all or most of the following but are not limited to those listed below.

Initiates, plans, executes, monitors, and closes institutional and programmatic initiatives focused to meet current and potential industry and community needs.

Plans, develops, executes, monitors, and closes the department's cyclical activities to include the receipt of, evaluation, and award of sub-grants or contracts, maintenance of facilities, and capital improvement projects.

Executes proposals to diversify the college's financial resources.

Analyzes and develops reports to gauge status of deliverables described in written contracts.

Manages and monitors projects and programs to ensure compliance to local and federal rules and regulations.

Procures resources required to realize institutional and programmatic initiatives.

Directs the compilation and administration of Graduate/Completer Follow Up and adult education employability surveys.

Develops proposals to request funds for specialized institutional projects or programs.

Represents and provides information (workshops or training sessions) to various stakeholders regarding the department/college's mission.

Conducts research and studies to gather information, statistics, or other data that serve as the baseline for short and long-term planning efforts to meet the college's mission.

Develops scope of work, agreements, or contracts to carry out special projects between the college and stakeholders.

Supervises and directs the work of staff engaged in the daily operations and activities of the Planning and Development Office.

Develops and manages federal and local budgets to ensure alignment to department's goals and objectives.

Facilitates and coordinates institutional and programmatic activities with program administrators, managers, and or consultants.

Conducts site visits to ensure compliance to approved scope of work.

Procures goods and services needed to effectively implement programmatic initiatives and maintain the college's facilities.

Participates as a member of the President's management team.

Serves on a variety of college committees as assigned. Coordinates the activities of the Project Review Panel.

Attends monthly and special Board of Trustees meetings.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the purpose, objectives, and goals of the college as prescribed by Title 17 of the Guam Code Annotated (Public Law 14-77) and subsequent legislation.

Knowledge of policies and practices that related to federal laws related to career and technical and adult education and workforce development (e.g., Carl D. Perkins, Workforce Investment Act, Title II, Adult Education and Family Literacy Act).

Knowledge in the principles and practices in strategic planning and project management.

Knowledge of post-secondary institutions and special populations (e.g., individuals with disabilities, individuals from economically disadvantaged families (including foster children), individuals preparing for nontraditional training and employment, single parents, including single pregnant women, displaced homemakers, and individuals with other barriers to educational achievement, including individuals with limited English proficiency) that attend community college.

Ability to effectively plan and organize institutional and programmatic programs.

Ability to prioritize work, establish realistic time schedules and meet deadlines.

Ability to analyze, interpret, and apply detailed written policy and complex rules and regulations related to the department's mission.

Ability to establish and maintain federal and local policies and procedures related to the department's mission.

Ability to exercise independent judgment based on pertinent policies, law, rules, and regulations to effectively administer federal and local projects.

Ability to work with stakeholders and prospective providers from a diverse culture and educational background.

Ability to project, track, and manage local and federal budgets.

Ability to work effectively with public and private entities and college employees.

Ability to communicate effectively, orally and in writing.

Ability to apply accounting and mathematical principles.

Ability to maintain records and prepare timely local and federal reports.

Ability to secure funds from federal and local agencies.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Career Technical Administration, Educational Administration, Business Administration, Public Administration or related field with four (4) years of professional planning and development work experience, with at least two (2) year of supervisory experience.
- B. Bachelor's degree in Career Technical Administration, Educational Administration, Business Administration, Public Administration or related field with six (6) years of professional planning and development work experience, with at least three (3) years of supervisory experience.
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: _____

FEB - 9 2011

Robert C. Pulang

CHAIRPERSON

BOARD OF TRUSTEES

Pay Grade P (old pay plan)

Pay Grade O (new pay plan)

Assistant Director For Communications and Promotions

NATURE OF WORK IN THIS CLASS:

This is complex specialized work in planning, developing, initiating and directing a comprehensive internal and external program of public relations and marketing for the College.

An Employee in this class serves as the central source of information about the College and its activities and events to the various news media, including developing written reports, news releases and feature stories to facilitate print and broadcast opportunities for the College.

The Assistant Director develops, implements, and oversees the campus marketing plans including carrying out various marketing activities, projects, and other efforts to identify and develop new government, commercial, and/or academic customers for the College's programs and/or services.

The Assistant Director reports to the President and works closely with senior management.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed).

The Assistant Director serves as the College's public spokesperson, manages broadcast and publication production, promotion and marketing of the College, recommends public relations courses of action in routine and in crisis situations and serves as the central source of information about the College.

The Assistant Director is responsible for all campus publications, edits and develops the College catalog, semester schedules, and informational materials such as newsletters, bulletins, pamphlets, directories, posters, etc. Serves as editor of the College's Newsletter. Also is responsible for College photography related to marketing and communications purposes.

The Assistant Director initiates, plans, and reviews key publication information pieces that inform community constituencies of the offerings and activities of the College, and the College's annual report.

The Assistant Director researches, develops strategies and directs plans which identify marketing opportunities and new project development. He/she develops, implements, and oversees the campus marketing plan, and helps identify new markets for academic programs.

The Assistant Director develops and manages budget for communications, marketing and publications purposes.

Represents the College at various community and/or business meetings.

Coordinates ceremonies, press conferences, and other events or special projects.

Performs other duties as requested by the College President.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public relations, journalism and modern mass communications.

Knowledge of the principles and practices of marketing and advertising.

Knowledge of the methods and techniques of print, radio, television, website development, photography and media buying.

Knowledge of current trends and practices in public relations and community education.

Knowledge of budget preparation and fiscal management.

Ability to communicate effectively and efficiently in written and verbal forms and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to build teams, encourage cooperation, and communicate vision and strategy.

Ability to conceptualize projects and manage multiple priorities.

Ability to maintain records and prepare reports.

Skill in print and electronic media.

Skill in the use of computer software.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree in Marketing, Communications, Journalism, English, or closely related field and two (2) years of professional level experience in comparable position; or
- B. Bachelor's degree in Marketing, Communications, Journalism, English, or closely related field and four (4) years of professional level experience in comparable position; or
- C. Any acceptable equivalent combination of experience and training which will provide the necessary skills to perform the above duties.

Ratified: NOV 06 2002


Chairman, Board of Trustees
Guam Community College

**Assistant Director of Development
and
Alumni Relations (GCC)**

NATURE OF WORK:

The Assistant Director of Development and Alumni Relations reports to the President of Guam Community College and is responsible for planning and implementing a variety of fund raising programs to increasingly meet fund raising objectives and goals. The Assistant Director will work closely with the GCC Foundations Board of Governors, regularly reporting about planned activities and progress toward goals.

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.)*

Based upon the needs identified by the College, develop and implement aggressive programs to secure annual and major gifts for the college.

Develop necessary advisory/action groups and means to plan and implement a wide variety of advancement activities.

Manage all development efforts of the College, including the activities of the Alumni Association.

Plan and implement a comprehensive capital campaign.

Solicit contributions from alumni, businesses and corporations, private individuals and public sources.

Participate in GCC Foundation Board of Governor's meetings.

Represent and articulate the mission of the college to educational, governmental, and funding agencies.

Assist the college community in understanding the role of and need for advancement activities.

Participate as a member of the President's management team.

Serve on a variety of College committees as assigned.

Conducts research and studies.

Prepares reports.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the purpose, objectives and goals of the College as prescribed by Public Law 14-77 and subsequent legislation.

Knowledge of fund raising strategies and techniques.

Knowledge of post-secondary institutions.

Knowledge of and ability to administer development activities.

Ability to establish policies and procedures relative to fund raising activities.

Ability to work with donors from diversified cultural and educational backgrounds.

Ability to project, track and manage the fund raising budget.

Ability to work effectively with the public and college employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Master's degree in Business Administration, Public Administration, Education, Communication, or closely related field with two (2) years of experience in fund raising activities or related experience; or
- B) Bachelor's degree in Business Administration, Public Administration, Education, Communication, or closely related field with four (4) years of experience in fund raising activities or related experience; or

- C) Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: AUG 20 2003



CHAIRMAN, BOARD OF TRUSTEES
GUAM COMMUNITY COLLEGE

Pay Grade Q

OPEN: Step 1 to 10: \$40,352 - \$60,528

PROMOTIONAL: Step 11 to 20: \$62,646 - \$85,318

GUAM COMMUNITY COLLEGE FOUNDATION

Board of Governors

Resolution 1-2003

**ASSISTANT DIRECTOR OF
DEVELOPMENT AND ALUMNI RELATIONS**

WHEREAS, Guam Community College has many worthwhile projects that need to be funded, and

WHEREAS, the Foundation has a need to increase the size of the endowment to be able to support the needs of the College, and

WHEREAS, all communities have fund-raising opportunities that are best handled by a trained and focused individual, and

WHEREAS, an Assistant Director of Development and Alumni Relations could help the Foundation establish and reach fund-raising goals.

NOW, THEREFORE, BE IT RESOLVED, that the Foundation Board of Governors hire an Assistant Director of Development and Alumni Relations funded by the Endowment at a yearly personnel cost not to exceed \$90,000 for salary and benefits.

BE IT FURTHER RESOLVED, that the Guam Community College Human Resources Office be authorized to conduct all activities associated with the search, and process all subsequent personnel actions for this position on behalf of the Foundation Board of Governors.

BE IT FURTHER RESOLVED, that recruiting costs are authorized up to \$40,000 which may include expenses associated with travel for interviewing, relocation, transportation of household goods, and specialized training.

ADOPTED: July 31, 2003

Assistant Director of Assessment and Institutional Effectiveness

NATURE OF WORK:

This is complex specialized work in planning, developing, initiating and directing a comprehensive assessment program for the College.

The Assistant Director of Assessment directs and manages the Office of Assessment and Institutional Effectiveness (AIE) and has the primary responsibility for assuring that the College assessment program is of the highest possible quality. He/she is responsible for overall planning, carrying out, budgeting, organizing, capacity building, and coordination of activities required for campus-wide assessment.

The Assistant Director supports activities associated with institutional effectiveness, strategic planning and accreditation.

The Assistant Director reports to the Vice President of Academic Affairs.

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.)*

The Assistant Director of Assessment is responsible for assessment design and implementation, guiding and supporting all college units in developing and assessing appropriate assessment instruments and processes.

Plans for and implements the college's comprehensive assessment initiative.

Designs and refines a statement of purpose, outcomes objective, and assessment mechanisms for the Office of Assessment and Institutional Effectiveness (AIE) and carries out an annual assessment program for AIE.

Prepares an annual institutional assessment report for the College.

Works with academic department chairs and program specialist, administrative department heads and Vice Presidents in developing, maintaining, and conducting effective assessment activities.

Gives feedback, as appropriate, on academic and administrative departments in conducting assessment activities.

In collaboration with the Registrar and other pertinent College personnel, conducts a variety of quantitative and qualitative assessment mechanisms to support campus-wide assessment.

Plans and conducts workshops to assist faculty, student services and administrative personnel in conducting effective and meaningful assessment activities.

Informs the campus community about important developments in assessment on campus and throughout higher education through a variety of information design strategies.

Chairs and coordinates the activities of the Committee on College Assessment (CCA).

Prepares reports.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of post-secondary institutions.

Knowledge of assessment theory and practices.

Knowledge of institutional and program assessment design.

Knowledge of qualitative and quantitative measurement techniques.

Knowledge in the principles and practices in strategic planning and research.

Ability to lead projects and build teams.

Ability to compile and analyze data and conduct quantitative and qualitative studies.

Ability to handle complex and multiple tasks.

Ability to establish policies and procedures relative to assessment.

Ability to work collaboratively with faculty, staff and administrators.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Master's degree in Social Science, Behavioral Science, Education, Educational Research, Evaluation or related field with two (2) years of experience in educational assessment or related experience; or
- B) Bachelor's degree in Social Science, Behavioral Science, Education, Educational Research, Evaluation or related field with four (4) years of experience in educational assessment or related experience; or
- C) Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: JAN 07 2004



CHAIRMAN, BOARD OF TRUSTEES
GUAM COMMUNITY COLLEGE

Pay Grade Q

1-7-04

Assistant Director for Continuing Education and Workforce Development

NATURE OF WORK IN THIS CLASS:

This is complex specialized work in planning, developing, implementing and directing the continuing education program and career and workforce development initiatives for the College.

This position is responsible for conceptualizing, developing, and managing institutional and program initiatives that impact on lifelong learning opportunities for both internal and external constituencies of the college, in alignment with the goals of the Institutional Strategic Master Plan (ISMP).

This position is responsible for leading and implementing an array of entrepreneurial programs to meet industry and community training needs in support of the College's mission.

This position reports to the Vice President for Academic Affairs and works closely with senior management.

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.)*

Plans, develops and implements a variety of career and workforce development initiatives to meet current and emerging industry and community needs.

Plans, develops and implements the cyclical activities of the continuing education office.

Conducts regular outreach with both the private and public sectors to gauge employer and employee needs vis-à-vis training and professional development.

Directs and manages all continuing education programs including: leading program development, managing program coordination vis-a-vis facilities, registration, and budget, scheduling of classes, recruiting instructors and students, developing and distributing marketing and promotional materials for all programs and administering special projects, as necessary and appropriate.

Represents and articulates the mission of the college to various sectors of the community, such as educational institutions, governmental entities, private sectors, as well as funding agencies.

Conducts research and studies related to Workforce Investment Act policies and practices that will help the College leverage funding opportunities.

Coordinates and assists College departments with their course offerings.

Develops and reviews curriculum as it relates to Continuing Education course offerings.

Develops and manages various Memorandum of Agreement with online partners and other agencies and companies to provide courses through Continuing Education.

Coordinates with the Human Resources Office and the Business Office to ensure employment contracts are developed, revenue is generated, and instructors are paid for all courses run through Continuing Education.

Assists in developing and overseeing assigned grants to ensure courses are offered and funds are spent.

Provides community outreach to generate awareness of the College's program and course offerings and to gather input to develop courses for lifelong learning within the community.

Supervises and directs the work of staff members engaged in the daily operations and activities of the Continuing Education program and career and workforce development initiatives.

Prepares regular progress reports.

Prepares and manages program budgets.

Participates in Academic Affairs Division Management Team meetings.

Participates as a member of the President's management team.

Serves on a variety of College Committees as assigned.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the purpose, objectives and goals of the College as prescribed by Title 17 GCA (Public Law 14-77) and subsequent legislation.

Knowledge of policies and practices that relate to federal laws related to vocational training and workforce development (e.g. Workforce Investment Act , Vocational Education Act , etc.).

Knowledge of current trends and practices in continuing education.

Knowledge of post-secondary institutions and special populations (e.g. dislocated worker, out-of-school youth, single mother, etc.) that attend community colleges.

Knowledge of and ability to administer entrepreneurial activities with educational components.

Ability to establish policies and procedures relative to employer-employee training programs, as well as continuing education activities.

Ability to work with sponsors and other clientele from diverse cultural and educational backgrounds.

Ability to project, track and manage a budget.

Ability to work effectively with the public and private sectors, as well as college employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree in Education, Human Resource Management, Public Administration, Business Administration, or closely related field with two (2) years of experience in continuing education activities or career and workforce development experience; or
- B. Bachelor's degree in Education, Human Resource Management, Public Administration, Business Administration, or closely related field with four (4) years of experience in continuing education activities or career and workforce development experience; or
- C. Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: APR 17 2009

 04/21/09
CHAIRPERSON
BOARD OF TRUSTEES

Associate Dean

NATURE OF WORK:

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 may not include all the duties which may be assigned; and 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, SKILLS AND ABILITIES:

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.

MINIMUM EXPERIENCE AND TRAINING:

- A. 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.

Ratified: DEC 11 2014


**CHAIRPERSON
BOARD OF TRUSTEES**

**ASSOCIATE DEAN
(Adjunct Appointment)**

NATURE OF THE POSITION

An additional position of Associate Dean is budgeted and included as part of the administrative structure of the College. It is a position that is outside those regularly assigned to BPS, TSS, and SSS. It is, in effect, a floating position subject to assignment as needed. It will be an adjunct administrative staff to the division to which assigned.

Incumbent in the position is assigned to the division in most need of services for the duration of the need. Or assignment may be made to the division which will benefit the most with the employee's knowledge, skills and abilities. Assignment may rotate during the employee's term of appointment.

PURPOSE

The primary purpose of the adjunct Associate Dean is to provide critical services needed, where and when needed, within the instructional divisions of the College. Another purpose is to provide administrative in-service training to the College employees, especially faculty members. The end result being the formation of a pool or cadre of potential candidates for regular appointment to the position of Associate Dean or Dean.

TERMS AND CONDITIONS

Appointment to the position of adjunct Associate Dean will be accomplished through **TRANSFER/RECLASSIFICATION**, indicating therein the beginning and ending dates of the appointment. The appointment will stipulate that it is being made under limited-term, full-time basis. The salary will be an annual amount within the Associate Dean pay grade. The exact amount to be allocated will be determined by applicable guidelines. The pay may be higher than the amount received in the previous position. In no event, however, shall the appointment be construed as a promotion.

The term of the appointment will be for one academic year or fiscal year at a time as per Rule 316.04 of the Personnel Rules and Regulations. A consecutive second appointment may be made at the discretion of the President. However, there shall be no third consecutive appointment. A subsequent appointment may be made after a lapse of at least one year between appointments.

An employee within the College appointed as adjunct Associate Dean will be on a twelve months duty status and will be entitled to all benefits of a twelve-month employee. Upon the expiration of appointment as adjunct Associate Dean, the employee will be restored to his/her position or its equivalent. Time spent in the position of adjunct Associate Dean will be credited and made applicable upon the employee's reinstatement in his/her previous position as if the employee had never been transferred out of said position.

A faculty member who is appointed as adjunct Associate Dean shall receive cash for summer

vacation leave accrued by the employee as of the effective date of said appointment. Likewise, the faculty member shall also receive cash for earned and unused annual leave upon reinstatement as a faculty member and resumption of the academic year duty status. On the other hand, a twelve-month employee who is appointed to adjunct Associate Dean shall not be eligible for cash payment of accrued and unused annual leave. The employee shall transfer all annual leave (and sick leave) to the adjunct Associate Dean for the duration of his/her appointment in said position, and then transfer such leave credits upon reinstatement back to the previous position.

APPROVED BY THE BOARD OF TRUSTEES, January 8, 1992, informational meeting.

TERMS AND CONDITIONS

Appointment to the position of adjunct Associate Dean will be accomplished through TRANSFER/RECLASSIFICATION, indicating therein the beginning and ending dates of the appointment. The appointment will stipulate that it is being made under limited-term, full-time basis. The salary will be an annual amount within the Associate Dean pay scale. The exact amount to be allocated will be determined by applicable guidelines. The pay may be higher or lower than amount received in the previous position. In no event, however, shall the appointment be considered as a promotion.

The term of the appointment will be for one academic year or fiscal year at a time as per Rule 316.04 of the Personnel Rules and Regulations. A consecutive second appointment may be made at the discretion of the President. However, there shall be no third consecutive appointment. A subsequent appointment may be made after a lapse of at least one year between appointments.

An employee within the College appointed as adjunct Associate Dean will be on a twelve-month duty status and will be entitled to all benefits of a twelve-month employee. Upon the expiration of the appointment as adjunct Associate Dean, the employee will be restored to his/her position or to an equivalent position. Time spent in the position of adjunct Associate Dean will be credited and made applicable upon the employee's reinstatement in his/her previous position as if the employee had never been transferred out of said position.

A faculty member who is appointed as adjunct Associate Dean shall receive cash for summer

Controller

NATURE OF WORK

This is a highly complex and responsible professional work in Financial Management. The position holder directs a major accounting operation involved in controlling and accounting for the financial resources of the Guam Community College. Work involves planning, executing approved plans, and monitoring activities directly related to the financial program of the various division of the College. Under the general supervision of the Vice President for Finance and Administration, employee in this class operates within a wide latitude for the exercise of the independent judgment and actions in accordance with programs objectives and established policies and procedures. Reports to Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, directs and administers the accounting system that is involved in the day to day financial activities of an educational institution, ensures compliance of the accounting system with sound and acceptable accounting practices and procedures.

Administers the preparation of major financial statements to provide an analytical assessment of the College's financial solvency; reviews and analyzes federal financial reports before submission to Federal Offices, provides accounting solutions to major financial problems encountered during the fiscal year.

Monitors the College's cash flow for signs of instability; makes recommendations and reviews BBMR allotment release. Presents financial statements, reports and balances sheets, to the Vice President for Finance and Administration.

Provides payroll projections for the Vice President for Finance and Administration for his/her review and direction.

Coordinates with independent auditors during the audits of the College's financial records.

Monitors the compliance of the auditors recommendation as cited on the audit reports.

Trains staff on the usage of the integrated computer system. Initiates collection efforts to obtain payment of major account receivables with government agencies and other entities.

Certifies funds for purchase orders, contracts, and payroll. Reviews, consults with, and make recommendations to the various Administrators as to the acceptable use of funds.

Provide support during testimony at the legislature on College's Budgetary needs.

Conducts orientation and in-service training programs for Administrators in budget methods and preparation.

Supervises and directs the work of subordinates engaged in the daily operations and activities of a variety of programs financed through a wide variety of funds, appropriations and other sources of revenues.

Prepares financial trends and analyses, and makes recommendations and suggestions relative to the outcome for expenditures such as salary, contractual, supplies, utilities, etc.

Coordinates the budget preparation of the various divisions including the compilation and consolidation of all budget documents in readiness for presentation to the Board of Trustees; prepares financial budget impacts and analyses needed by management to justify to the Board and Legislature.

Preparation and timely submission of all assessment related reports.

Prepares correspondences and maintains records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

A thorough knowledge of the accounting principles, theories, and practices and procedures.

Knowledge of the current developments, trends and plans for future developments in financial management within the Guam Community College.

Ability to develop methods for implementing prescribed financial management procedures and to plan and organize the accounting activity in such a manner as to produce timely, comprehensive and accurate financial reports.

Ability to establish and maintain records of considerable complexity and to prepare from such records.

Ability to establish and maintain effective working relationships with various Division Administrators of the Guam Community College and with official of other government agencies having cooperative working relationship with the College in financial management and budgeting.

Ability to direct and administer an accounting system with a wide variety of account structures.

Ability to prepare and analyze financial statements and reports.

Ability to provide sound accounting advice on a variety of financial dilemmas.

Ability to monitor the College's cash flow and initiate remedial measures to avoid a crisis.

Ability to induce effective performance by the College's accounting employees and to maintain their morale, training and development at a high level.

Ability to assist auditors during the conduct of an audit.

Ability to certify funds for a variety of accounting transactions.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

Ability to work effectively with the public, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in the use, management and evaluation of a computerized integrated accounting system.

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Business or Public Administration with a concentration in financial management or closely related area with four (4) years of professional financial management or accounting work experience, with at least two (2) year of supervisory experience; or
- B. Bachelor's degree in Business or Public Administration with a concentration in financial management or closely related area with six (6) years of professional financial management or accounting work experience, with at least three (3) year of supervisory experience.

Ratified: _____

OCT 06 2010



CHAIRPERSON, BOARD OF TRUSTEES
GINA Y. RAMOS

Pay Grade R

DATA PROCESSING SYSTEMS ADMINISTRATOR SALARY LEVEL I

NATURE OF WORK IN THIS CLASS

This is complex administrative and professional work involved in systems development activities including systems analysis, systems design and programming.

Employees in this class provide information on proper systems growth and provide the direction for projected adaptations of computer software and hardware.

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 hardware).

Administrators data processing activities pertaining to application design, programming and system software. Establishes general schedules and priorities for various projects.

Provides cost estimate information for computer services, recommends for uses of data processing equipment; maintains and develops computer systems; evaluates and analyzes equipment requirements and capabilities; reviews technical developments in data processing for general applicability.

Originates, develops and implements plans for improving systems designs, programming, and systems analysis.

Evaluates and analyzes documentation on each hardware and software; prepares recommendations pertaining to software acquisition, training requirement, hardware configuration and personnel.

Conducts conferences with operating and administrative officials pertaining to data processing problems or programs.

Keeps abreast developments and changes in automatic data processing functions.

Reviews system development outputs; discusses problems with systems personnel; reports to manager complex problems concerning the unit.

Oversees the work of the technical library activities.

Prepares reports and recommendations and correspondence on unit matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the functions and capabilities of data processing.

DATA PROCESSING SYSTEMS ADMINISTRATOR
SALARY LEVEL I
PAGE 2

Knowledge of the principles, practices and techniques of computer programming.

Ability to administer electronic data processing systems development activities.

Ability to evaluate governmental systems and processes and recommend adapting to electronic data processing techniques to improve program effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

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

Ability to prepare cost estimate information for computer services.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in systems design and data processing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Bachelor's degree in computer science, business administration, mathematics or related field; or
- (b) Graduation from high school plus four (4) years of specialized experience in computer system, programming and analysis work and two (2) years experience at the supervisory level.
- (c) Any acceptable equivalent combination of experience and training which will provide the minimum knowledge, abilities, and skills to perform the duties of the position.

Ratified: February 17, 1988


Chairman, Board of Trustees
Guam Community College

Human Resources Administrator

NATURE OF WORK

This is highly complex and responsible professional work in Human Resources Management in a higher education work environment. Oversees the College's compliance with Personnel Rules & Regulations, Board Employment Policies, Federal and Local Labor Laws and Union Agreements. Administers and manages all Human Resources Programs and related programs. Is responsible for the planning, development and administration of all aspects of human resources, including employment, compensation, benefits, performance management, employee relations, labor relations, and HR information systems/data management. Reports to the Vice President for Businesses and Finance.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Provide strategic Human Resources leadership for the College and all its departments and divisions.

Works with the President's Management Team and College leaders at all levels to ensure Human Resources strategies, perspectives and trends are a College priority.

Administers and manages the personnel systems for the Guam Community College. This includes, but is not limited to: recruitment and staffing; examination and placement; test development; position classification and wage; compensation and benefits; training and development; grievance and adverse actions; performance management; employee-relations and labor relations.

Evaluates the operations of the human resources office; develop, implement and modify plans and procedures for efficiencies and/or improvement.

Evaluate the operations and workflow between the human resources office and other departments (i.e. Business Office, Materials Management, Continuing Education, Deans Office, etc) to develop and modify plans and procedures for increase efficiencies and/or improvement.

Oversees the administration and services for all employee benefits programs. This includes medical and dental insurance, cafeteria plans, retirement plans, leave sharing program, worker's compensation, etc.

Interpret and provide advice and consultancy to the Senior Management (i.e. President, Vice Presidents, Deans and Administrators) and Board Members regarding personnel rules & regulations, union agreements and labor laws.

Research, review and formulates College, Board and Legislative policies for President's approval.

Oversees all personnel actions and employment contracts.

Prepares and works in concert with Vice President of Business & Finance on personnel staffing patterns and organizational charts.

Participates and leads in the Board and Faculty Union Agreements and Negotiations. Serves as a key negotiator in all employment contract and union agreements.

Responsible for labor relations (i.e. employment complaints and grievances). Works closely with Union Representatives and Senior Management on all personnel matters that relates to grievances and adverse actions.

Serves and leads on numerous College Committees.

Works closely and in concert with Faculty and Staff Representatives on College Governance Processes.

Assist with the development and implementation of the employee professional development programs. Oversee the management and record keeping of the programs.

Coordinates, develops and conducts training for all areas of human resources.

Works in concert with Environmental Health and Safety Administrator in safety training and workers' compensation matters.

Leads the development, implementation and management of the Human Resources and Payroll module of the College's integrated information system (i.e. Banner).

Serve as a Member of the President's Management Team. Participates in management meetings, directives and decisions. Perform special assignments as directed by the President.

Review, analyze, interpret data and prepare and/or approve reports.

Hire, train, supervise, and evaluate Human Resources staff.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local employment laws.

Knowledge of contemporary principles of human resources management and public personnel practices and procedures.

Knowledge of technical public personnel work.

Knowledge of the principles and practices of public administration.

Knowledge of labor relations law and practices; collective bargaining, contract negotiations, and contract administrations.

Ability to administer and manage a human resources office and human resources program for an institution of higher education.

Ability to interpret and apply employment laws, personnel rules and regulations, policies, union agreements as other program guidelines.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in employment laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in the use, management and evaluation of a HRIS (Human Resources Integrated System).

Skill in contract negotiation.


Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Business or Public Administration or related field with four (4) years of professional public human resources work experience, with at least two (2) year of supervisory experience.
- B. Bachelor's degree in Business or Public Administration or related field with six (6) years of professional public human resources work experience, with at least three (3) years of supervisory experience.
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: FEB - 5 2009



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade P

Procurement and Inventory Administrator

NATURE OF WORK

This is complex and responsible professional work in procurement and inventory management in a higher education work environment. Oversees the College's compliance with local procurement laws, policies and procedures. Is responsible for the planning, development and administration of all aspects of procurement and inventory including contract management and bookstore operations. Reports to the Vice President for Business and Finance.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Provides leadership, direction and expertise regarding College's procurement, supply, inventory and contracts to ensure that quality products and services are purchased in a cost-effective and efficient manner in compliance with procurement laws, rules and regulations.

Develops policies, procedures and processes that improve efficiency, provide timely service for customers and maximize the College's resources.

Directs the preparation and review of all Invitations To Bid, Request For Qualifications and Request For Proposals for the College as a whole; identification of prospective bidders and analysis of submissions for total evaluation; the preparation and evaluation of all purchases of technical, specialized or complex nature; and oversight of all construction related procurement actions.

Acts as negotiator between the College and vendors/suppliers. Oversee negotiation of current and potential new contracts for goods and services.

Reviews major procurement contracts; coordinates contract compliance, change orders, and problem resolution in conformance with contract law; consults with legal counsel as required.

Oversees the management of the College's Bookstore.

Represent the College by interactions with supplier representatives, insurance representatives and procurement officials.

Direct preparation of all required reports and records of the College's procurement actions for submission to the President.

Present on-campus procurement and inventory workshop for College employees.

Hire, train, supervise and evaluate staff.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of local procurement laws.

Knowledge of procurement, supply and inventory principles and practices.

Knowledge of contract negotiation.

Ability to administer and manage a procurement, supply and inventory office and a bookstore for an institution of higher education.

Ability to interpret and apply procurement laws, policies and procedures.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating procurement and inventory processes.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in procurement laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, vendors, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in the use, management and evaluation of a Procurement and Inventory Integrated System.

Skill in contract negotiation.

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

A. Master's degree in Business or Public Administration or related field; or

- B. Bachelor's degree in Business or Public Administration or related field plus two (2) years of work experience in procurement or related area, with at least one (1) year of supervisory experience;
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: FEB - 5 2009



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade _____

Facilities Engineer Administrator

NATURE OF WORK

This is a highly complex and responsible professional position that requires knowledge and skills in the architectural and engineering, project management and facilities management fields. The Facilities Engineer Administrator plans, coordinates, and directs activities pertaining to architecture and engineering for the College. Plans, directs, and coordinates all activities concerned with the construction and maintenance of structures, facilities, and systems. Participates in the conceptual development of capital improvement, construction, LEED, and HVAC projects, etc., and oversees project organization, scheduling, budgeting, and implementation. Directs, supervises and leads the personnel in the Facilities and Maintenance division.

This position reports to the Assistant Director for Planning and Development.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plan, schedule, coordinate, manage and direct all activities surrounding assigned capital improvement projects, construction projects, LEED projects, HVAC projects, etc.; monitor work for compliance with applicable codes, accepted engineering practices, and College standards.

Research availability and suitability options for new projects.

Prepare plans, specifications, feasibility studies and cost estimates on proposed projects.

Confer with supervisory personnel, contractors, or design professionals to discuss and resolve matters such as work procedures, complaints, or problems.

Interpret and explain plans and contract terms to supervisory personnel and constituents. Actively participate in meetings regarding projects outlined in the College's facility master plan objectives.

Consult with program administrators and applicable personnel to obtain first hand information on program and operational needs for facility type and design. Incorporate such needs into the plans and specifications to extent possible.

Assist in the planning for best allocation and utilization of space and resources for new buildings, or re-organization of current premises.

Prepare specifications for requests for proposals and contracts, and negotiate revisions, changes and additions to contractual agreements with architects, consultants, suppliers and/or contractors.

Develop, implement and maintain a preventive maintenance program (within the confines of an annual budget) for air conditioning, maintenance and repair of buildings and equipment. Prepare estimates for timeline, materials and labor costs.

Direct, manage, and supervise the work of the facilities and maintenance personnel.

Develop a system for efficiently dealing with emergency repair problems. Take action to deal with the results of delays, bad weather, or emergencies at a construction site or maintenance project.

Maintain records of all plants and facilities under the administrative jurisdiction of the Guam Community College.

Prepare and submit budget estimates, progress reports, and/or cost tracking reports.

Certify as to compliance with plans and specifications and recommend (or not recommend) acceptance of projects or buildings for occupancy.

Perform related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of the general engineering fields applied in pertinent capital improvement projects and construction projects.

Knowledge of authoritative reference works in the general fields of engineering.

Knowledge of local and federal laws and regulations related to the engineering profession.

Knowledge of environmental, health and safety practices and regulations.

Knowledge of risk assessment.

Ability to administer, coordinate and direct the work of contractors and subordinate staff.

Ability to interpret and apply pertinent program guidelines; evaluate operational effectiveness and recommend/implement changes in organization policies and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate guidelines.

Ability to work effectively with the public, vendors, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in contract negotiation.

Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.

Skill in the use of personal protective equipment and other safety devices.

Skill in developing and conducting information and orientation sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Engineering or related field with two (2) years of professional engineering work experience.
- B. Bachelor's degree in Engineering or related field with four (4) years of professional engineering work experience, with at least two (2) years of supervisory experience.
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: SEP 19 2012

DEBORAH C. BELANGER

Deborah C. Belanger

CHAIRPERSON

BOARD OF TRUSTEES

Pay Grade N

Nursing and Allied Health Administrator

NATURE OF WORK:

The position of Nursing and Allied Health Administrator is a full-time academic administrator. The Nursing and Allied Health Administrator shall serve as the Director of Nursing and Department Chairperson for the Nursing and Allied Health programs. Primary responsibilities include planning, organizing, implementing, and evaluating the nursing and allied health programs. The Nursing and Allied Health Administrator shall work closely with the respective dean 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 may not include all the duties which may be assigned; and any one position may not include all the duties listed.)*

Ensures compliance with the Administrative Rules and Regulations for the Guam Board of Nurse Examiners as it pertains to the College's Nursing and Allied Health programs.

Directs, plans, organizes and coordinates all aspects of the Practical Nursing and Allied Health programs including funding, staffing, delivery and evaluation.

Works collaboratively with the Dean, faculty, and other staff to develop, implement and evaluate student admission, curriculum, retention, and graduation standards in the Practical Nursing and Allied Health programs.

Establishes and maintains partnerships with community-based organizations, hospitals, and other healthcare organizations.

Carries out functions of Nursing Director as regulated by the Guam Board of Nurse Examiners to ensure program compliance.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

Supervises and evaluates assigned department faculty and staff; updates written job descriptions for staff positions; recommends the retention and employment of faculty and staff; coordinates department schedules and workload assignments.

Supervises the preparation, review and revision of the class schedule and the development of course curriculum, syllabi, catalogs or other materials related to the Practical Nursing Program and Allied Health programs.

Assists in the resolution of complaints and grievances by student, staff and faculty in accordance with College policies and procedures.

Works closely with the clinical site coordinators in arrangement of clinical sites and student compliance in clinical lab courses.

Develops annual budget; monitors and controls expenditures within adopted budget; oversees and prepares reports and ensures timely and accurate submission.

Tracks key academic metrics used to monitor performance of the Practical Nursing Program and Allied Health programs, including, but not limited to: NCLEX pass rates, graduation rates, student satisfaction, and graduate employment rates.

Participates on college committees and in community service opportunities as assigned.

Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of nursing and allied health professions.

Knowledge of the institutional missions, goals and objectives of the College and their relationship to the nursing and allied health programs.

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 assess, 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 supervise work and training of nursing and allied health personnel.

Ability to work effectively under pressure.

MINIMUM EXPERIENCE AND TRAINING:

- A. A current, active and unencumbered registered nurse license on Guam; and
- B. Must possess both a Bachelors' degree in nursing and a Master's degree in nursing; and
- C. Educational preparation and at least two (2) years of experience in teaching and learning principles for adult education, including curriculum development and administration, and at least four (4) years of clinical experience; and
- D. Current knowledge of nursing practice.

Ratified: MAY 05 2017

FRANK P. ARRIOLA

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

Environment Health & Safety Administrator

NATURE OF WORK

This is complex and responsible professional work in environment health and safety in a higher education work environment. Oversees the College's compliance with federal and local environmental and safety laws, policies, programs and procedures. Is responsible for the planning, development and administration of all aspects of environmental health and safety for the campus. Reports to the Vice President for Administrative Services Division.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Develops and implements environmental health and safety policies, programs, processes and procedures for the College, the employees and the students.

Prepares and reports all required documents as applicable to comply with federal and local laws environmental health and safety laws (i.e. OSHA and EPA).

Establishes a campus wide environment that promotes safety as a top priority. Coordinates development of environmental health and safety objectives and targets.

Facilitates and conducts environmental health and safety related training, including new hire and annual safety training. Maintains training programs and records as required by federal and local regulations. Support administrators, faculty and staff with specific environmental health and safety responsibilities.

Inspects and audits shops and laboratories to review procedures, identify the need for risk assessment and provide assistance for regulatory compliance.

Keeps management current on status of environmental compliance functions, prepares and presents reports/materials as requested.

Evaluate environmental health and safety risk and recommends ways to minimize them.

Develop and maintain emergency/medical evacuation plans.

Investigates reported environmental health and safety problems, complaints, incidents, accidents and injuries.

Assist with hazardous materials and waste identification, collection and disposal.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local environmental health and safety laws.

Knowledge of environmental health and safety practices and procedures.

Knowledge of risk assessment.

Ability to administer and manage environment health and safety programs for an institution of higher education.

Ability to interpret and apply environment health and safety laws, policies and procedures.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective environmental health and safety programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in environment health and safety laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, student, faculty, administrators and staff.

Ability to communicate effectively, orally and in writing.

Skill in the use of personal protective equipment and other safety devices.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Occupational Safety and Health, Environmental Science or related field; or
- B. Bachelor's degree in Occupational Safety and Health, Environmental Science or related field plus two (2) years of work experience in environmental health and safety, or related area, with at least one (1) year of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Ratified: FEB - 5 2009



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade _____

COORDINATOR OF ADMISSIONS AND REGISTRATION

NATURE OF WORK IN THIS CLASS:

The Coordinator of Admissions and Registration is charged with the establishment and supervision of a comprehensive registration system, which will fulfill divisional as well as institutional needs that greatly benefit students. Responsibilities include the establishment and continuous assessment of a process for admission, retention, and completion of students for the whole institution as well as the development and maintenance of a computerized, centralized record keeping system for all divisions.

ILLUSTRATIVE EXAMPLES OF WORK (These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed).

Develops a comprehensive registration system for all divisions – a quick and non-bureaucratic registration system which covers counter and web-based registration.

Establishes a system for the maintenance of all student records for the College. The system must conform to nationally accepted standards.

Supervises the transfer of student records to a central location as may be necessary from time to time.

Establishes a folder/file for each student which will be easily available when needed and where only pertinent information is kept.

Handles all admissions and registration inquiries about the college and provided information to students who express interest in registering.

Reviews all applications for admission of foreign student and, when warranted, issues I-20 forms. Also handles requests for work-permits, extensions and multiple entry I-20.

Evaluates records for graduating students.

Reviews and certifies all official transcripts, diplomas and certificates.

Coordinates with all divisions for the issuance of diplomas and leads in arrangements for graduation ceremonies.

Directs and implements the print or online publication of the master class schedule each semester and the college catalog each academic year.

Meets and confers with various institutional constituents to gain understanding of institutional needs in the areas of admissions, registration, retention and completion of students.

Directs, administers, and maintains the student module of the student information system, in coordination and consultation with other department's modules.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Extensive knowledge of student admissions and registration policies and procedures of both the secondary and post-secondary levels.

Knowledge of nationally accepted standards in the development and maintenance of student records.

Knowledge of the provisions of the Family Educational Rights and Privacy Act (FERPA), including capability to conduct FERPA training for relevant college stakeholders.

Knowledge of course requirements in the various certificate and associate degree programs.

Ability to evaluate credits earned in other educational institutions and determine their acceptability/transferability to GCC.

Ability to make decisions in accordance with institutional policies and guidelines.

Ability to interpret and apply pertinent laws, regulations and policies governing student admissions and registration.

Skill in analyzing course contents of proposed new courses to determine if said new course will duplicate any existing course.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree in computer science, psychology, educational administration or guidance counseling with one year experience in the area of admission and registration; or
- B. Bachelor's degree in psychology, computer science, education or related field plus two (2) years experience in the area of admissions and registration.

Ratified: MAY 05 2017

FRANK P. ARRIOLA



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

Financial Aid Coordinator

NATURE OF WORK

This is complex and responsible professional work in student financial aid. This position provides leadership and management to the Student Financial Aid Office. Administers federal, local and institutional aid programs in compliance with federal and local laws, regulations, and industry standards. Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, directs, and controls the activities of the Financial Aid Office.

Identifies and qualifies the College for participation in appropriate financial aid programs.

Develops and implements student financial aid policies, programs, processes and procedures for the College.

Administers federal and local financial aid programs, scholarships and veteran's educational benefits.

Ensures compliance with all federal and local regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loan, federal and institutional work study, and all supplemental loan programs

Counsel, advises and assist students in the preparation of financial aid packets and programs.

Determines and certifies student eligibility for various financial aid programs.

Serves as the Certifying Officer for the Veterans Administration.

Coordinate campus wide communications, updates and training on financial aid requirements and changes impacting students and enrollment.

Responsible for gathering and reporting financial aid information for related institutional, academic, and program accreditation and reporting requirements.

Maintains up-to-date knowledge of proposed and current legislation, and informs Senior Management (i.e. President and Vice Presidents) of all changes that may impact financial aid programs and student enrollment.

Prepares and submits all required institutional applications and reports for federal and local financial aid programs.

Monitors and prepares the office annual operating budget and expends funds in accordance with college policies.

Leads in the development, implementation and management of the Student Financial Aid module of the College's integrated information system.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local student financial programs, rules and regulations.

Knowledge of basic financial management principles.

Ability to administer and manage financial aid programs for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective student financial aid office.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in student financial aid laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work harmoniously with administrators, faculty and students.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

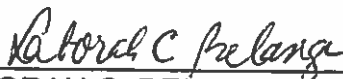
Skill in the use of technology (i.e. integrated data base system) and statistical data analysis.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field; or
- B. Bachelor's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field plus two (2) years of work experience in student financial aid or related area, with at least one (1) year of supervisory experience.

Ratified: MARCH 8, 2013



DEBORAH C. BELANGER
CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: L

RECEIVED

MAR 12 2013



Guam Community College
Human Resources

Institutional Researcher

NATURE OF WORK

This is complex specialized work in providing technical assistance to the Office of Assessment and Institutional Effectiveness through the establishment of data warehouses and data report accessibility systems; the coordination of data and information for college reports; the collection, analysis, formatting and distribution of assessment data to college stakeholders; and the creation and maintenance of databases and report formats to support these needs.

The Institutional Researcher will support the College's initiatives that are focused on the development of institutional excellence by providing data and reports that guide informed institution wide decision making.

The Institutional Researcher reports to the Assistant Director of Assessment and Institutional Effectiveness.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, designs, coordinates and implements research projects, surveys, and data collection.

Leads the development and maintenance of complex database systems, a data warehouse, and a decision support system for institutional research purposes.

Coordinates assessment and institutional research projects, prepares research instruments, performs data analysis, and produces research reports.

Serves as a reliable source for comprehensive and authoritative information about student and institutional performance and characteristics of the college, which are useful for accountability and decision-making processes.

Establishes and maintains an institutional database that can be used to examine student success rates, retention, persistence, completion, and placement.

Prepares institutional responses to external queries such as enrollment statistics and projections and other related information.

Compiles and coordinates the annual publication of the Guam Community College Fact Book.

Develops and administers appropriate data collection, analysis and presentation methodology for research studies and projects.

Maintains an institutional research calendar and ensures that cyclical project time lines are met.

Provides technical and analytical support to offices, divisions, committees, faculty, staff and administration in research-related activities. Trains others to use the tools and techniques of research.

Performs all functions and activities within the guidelines of the Guam Community College mission, goals, and the Institutional Strategic Master Plan (ISMP) and the accreditation standards.

Maintains currency and high knowledge level of research techniques, reporting requirements and trends in institutional research.

Performs other duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of research methodology, statistics, assessment mechanisms, qualitative research techniques.

Knowledge of statistical and presentation software.

Ability to manipulate summaries and produce reports for multiple large complex data sets.

Ability to interpret complex data and translate into understandable language for non-technical audiences.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to respect the integrity and security of data.

Ability to communicate effectively, orally and in writing.

Ability to work collaboratively with diverse internal and external constituencies.

Ability to prioritize and coordinate multiple tasks and deadlines, and to complete projects in a timely manner

Ability to maintain records and prepare reports.

Skilled with statistical analysis software, word processing programs, spreadsheets programs, graphic & charts programs and databases.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Social Science, Behavioral Science, Education, Educational Research, Planning, Economics, Computer Science or related field with 1 (one) year of experience in institutional research or related field.
- B. Bachelor's degree in Social Science, Behavioral Science, Education, Educational Research, Planning, Economics, Computer Science or related field with 3 (three) years of experience in institutional research or related field.
- C. Any acceptable equivalent combination of both training and experience which provide the minimum knowledge, abilities and skill to perform the duties of the position.

Ratified: OCT - 3 2006



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade O

Sustainability and Project Coordinator

NATURE OF WORK

This is a complex and responsible professional position that requires knowledge and skills in sustainability, environmental sciences or renewable resources. The Sustainability and Project Coordinator is responsible for providing coordination and oversight of campus projects and activities focusing on sustainability.

This position reports to the Assistant Director for Planning and Development.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Provides leadership and coordination to the sustainability efforts on campus.

Fosters a culture of sustainability among students, faculty, administrators and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long and short range programs; and engages with institutional leaders to foster sustainability broadly across campus units.

Develops a coherent, campus-wide sustainability program and projects by coordinating academic, research, operations, and student sustainability activities.

Coordinates with the academic community to integrate sustainability into the curriculum.

Plans, organizes, directs, and controls the activities of all sustainability activities on campus. Serves as a point-person for all sustainability activities on campus.

Develops and implements sustainability policies, programs, processes and procedures for the College.

Coordinate campus wide communications; provides updates and conducts training on sustainability programs and projects.

Ensures compliance with all federal and local regulations regarding sustainability programs and projects.

Prepares and submits all required institutional applications and reports for sustainability programs and projects

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sustainability theory and practices.

Knowledge of the current trends in sustainability (i.e. energy issues and conservation).

Ability to administer and manage a sustainability program and projects for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective sustainability program and projects.

Ability to establish policies and procedures relative to sustainability programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to build teams, encourage cooperation, and communicate vision and strategy.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in developing and conducting information and orientation sessions.

Skill in project management.

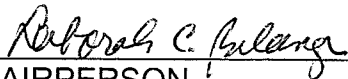
Skill in the use of technology.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Sustainability, Life, Physical or Social Sciences or related field; or
- B. Bachelor's degree in Sustainability, Life, Physical or Social Science or related field; or plus two (2) years of work experience in sustainability or related area, with at least one (1) year of supervisory experience.
- C. Any acceptable equivalent combination of both training and experience which provides the minimum knowledge, abilities and skills to perform the duties of the position.

Ratified: MAR 14 2014

DEBORAH C. BELANGER



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade L

Program Specialist

NATURE OF WORK IN THIS CLASS:

This class of position is intended for use in a wide variety of specialized and complex assignments which may include, but are not limited to, new curriculum or new program of instruction, student support services, specialized training program, pilot program/project, and federal grants/aids.

Employees in this class are first level administrators and work responsibilities usually involve planning, development, coordination, implementation, and evaluation of the effectiveness of the program or project. Work is performed with considerable leeway for the exercise of independent judgment and individual initiative under the general administrative direction of a division administrator or some other college official. A very important aspect of the employee's responsibilities is the need to consult and work very closely with relevant line or operations personnel.

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 research to gather information, compile statistics and other data which may provide the background and baseline data for the program.

Conducts assessment of needs and other related work as may be required.

Organizes information that leads to the analysis of statistical data necessary to develop a program plan in one's assigned work responsibilities.

Writes the description, plan and organization for one's assigned program or project.

Consults with relevant college operations personnel during the program writing and development, particularly those who may be affected by the implementation of the program or project or those who may be assigned as implementers of the program or project.

Prepares budget for the project including anticipated funds from local government appropriations, federal grants or income generated by the project.

Requisitions supplies, materials and equipment consistent with the approved program budget.

Screens and recommends applicants for employment in the program, or otherwise participate in said screening process.

Monitors progress of the program and/or conducts continuing study of the latest technologies and trends regarding one's program, and recommends changes as appropriate.

Prepares monthly, quarterly and/or annual report as may be required by the program plan or grants award.

Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the objectives of the program the employee is working in.

Knowledge of the goals and mission of the College and their relationship with one's program objective.

Knowledge of the organizational, functional and administrative relationships of the line and staff divisions within the College.

Skill in developing and maintaining a cooperative working relationship with other employees of the College.

Ability to speak and write clearly, concisely and effectively.

Ability to plan, develop, organize, implement and coordinate a complete program or project.

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

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree from an accredited college or university with major emphasis in the program area of in a similar or related area relevant to the position/program applied for;
OR
- B. Bachelor's degree from an accredited college or university with major emphasis in the program area, or in a similar or related area relevant to the position/program applied for, plus three (3) years of technical/professional work experience and/or teaching experience in the program area, or in a similar or related area.

Ratified: AUG 17 2011



CHAIRPERSON
BOARD OF TRUSTEES