

JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: RECORDS & REGISTRATION TECHNICIAN	ANNOUNCEMENT NUMBER: JA#028-13 POSITION STATUS: Full-Time Appointment
SALARY: Pay Grade: G Open: 1-10; \$18,723 - \$28,085 per annum Promo: 1-20; \$18,723 - \$39,617 per annum	OPENING DATE: November 12, 2013
DIVISION: FINANCE & ADMINISTRATION Financial Aid Office	CLOSING DATE: November 26, 2013 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of work experience requiring the application of technical and procedural program requirements and the performance of arithmetic computations and graduation from high school; **OR**
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS PURSUANT TO 4 GCA §4101(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is complex technical work involving the maintenance of records and registration activities in the Guam Community College.

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.)

Reviews application forms and information sheets for admission to determine whether all the required information and documents are provided.

Explains financial aid programs, admissions and registration requirements to the students and the public.

Establishes and maintains student’s record cards; posts grades, test scores and related information on the students’ records; computes grade point averages, credit hours completed and earned and cumulative credit hours.

Explains to the students the various forms that must be submitted when requesting for various actions, such as application for financial aid, enrollment as an auditor, credit by examination, application for course by conference, request for substitution of credits, application for degree and other related matters.

Establishes files of all applicants for admissions and files alphabetically; prepares and gives out financial aid registration materials.

Completes form letters requesting for transcripts and other required information, or for advising applicants and students of admissions and academic status.

Prepares billing invoices for admission fees; determines residency status for tuition purposes.

Consults with school nurse regarding students’ physical examination results.

Consults with English and Counseling Department in regards to testing.

Maintains statistical records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn, explain, and apply the department's records and registration regulations, policies, procedures and other program requirements.

Ability to make arithmetic computations.

Ability to follow oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building no later than 5:00 p.m. of the closing date. Applications are available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, our website www.guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.


EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY


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