

JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: ASSISTANT DIRECTOR of Development and Alumni Relations	ANNOUNCEMENT NUMBER: JA#030-14 POSITION STATUS: Permanent/Full Time
SALARY: Pay Grade: O MINIMUM MAXIMUM Step 1C \$70,259 Step 5B \$81,569	OPENING DATE: September 24, 2014
DIVISION: Office of the President	CLOSING DATE: October 15, 2014 5:00 p.m. (GMT +10:00) Guam, Port Moresby

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.

NATURE OF WORK IN THIS CLASS:

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; and 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, ABILITIES AND SKILLS:

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.

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
President

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER