



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

September 19, 2019

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#098-19 UNIVERSITY LEGAL COUNSEL (GENERAL COUNSEL)

Location:

Office of the President

University Information:

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

General Description:

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.

The University Legal Counsel (General Counsel) serves as the chief legal officer of the University whose primary function is to advise the President and other officers on a wide range of matters including, but not limited to, those having legal significance to the management and operation of the University. The University Legal Counsel (General Counsel) will be responsible for reviewing and drafting legal documents, and monitoring relevant federal and local statutes, administrative regulations and court decisions. The University Legal Counsel (General Counsel) reports directly to the President, University of Guam.

Character of Duties:

Major duties and responsibilities shall include, but not limited to the following:

- To advise the President and other officers on a wide range of legal matters having legal significance to the management and operation of the University
- To represent the University before courts and administrative tribunals
- To assist in the conduct of internal University administrative processes
- To participate in guiding strategy for University labor negotiations and relations with collective bargaining representatives
- To monitor and oversee the activities of outside counsel, as may be required
- To review and draft contracts and University policies
- To monitor and advise on legal obligations and compliance with the myriad federal and local laws affecting higher education
- To monitor legislative bills impacting education and the University
- To represent the University when dealing with vendors, citizens' groups and other entities having legal business with the University
- To proactively reduce litigation and the risks of liability by preventing or minimizing legal risks in the daily business of the University
- To perform other duties as assigned

Minimum Knowledge, Abilities and Skill

- Knowledge of local and federal labor and employment laws as it relates to higher education
- Familiarity with higher education issues
- Familiarity with local and federal government structure and processes
- Knowledge of personal computer applications and on-line legal research
- Knowledge of contract and procurement law

#098-19 UNIVERSITY LEGAL COUNSEL (GENERAL COUNSEL)

- Ability to analyze situations, develop effective solutions and provide leadership and direction
- Skill in written and interpersonal communication
- Ability to work independently and within administrative and/or court-ordered timelines.

Qualifications:

Minimum:

- Juris Doctorate degree
- Five (5) or more years experience in the practice of law
- Knowledge of Guam law and policies
- Knowledge of federal law (e.g., Title VI, Title VII, and Title IX)
- Three years of experience managing professional level staff
- License to practice law on Guam

Preferred: Demonstrated experience in state agency and/or higher education issues. Experience with federal and/or local procurement. Prior experience working in higher education setting. Prior experience in employment law and contracts law. Knowledge of personnel matters including faculty relations, university governance, and collective bargaining. Familiarity with alternative dispute resolution methods. Working knowledge of Title VI, Title VII, and Title IX. Familiarity with budgets and strategic planning.

Salary Level:

\$96,914 - \$145,372 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) Two (2) Writing Samples

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Anita B. Enriquez, Search Committee Chair, abe@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Application Deadline:

Applications will be received no later than 11:59 p.m. on November 8, 2019 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

#098-19 UNIVERSITY LEGAL COUNSEL (GENERAL COUNSEL)

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer