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INFORMATION SHEET

February 5, 2007

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (TENURE/NON-TENURE TRACK APPOINTMENT, FULL/PART-TIME - SUBJECT TO AVAILABILITY OF FUNDS):

#039-07 REFERENCE/INFORMATION SERVICES LIBRARIAN

Location:

Academic Affairs/Learning Resources

University Information:

The University of Guam is a 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. It is located in the village of Mangilao on the island of Guam, on a site overlooking beautiful Pago Bay. The University has over 3,000 students, 80% 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 three colleges. The University currently is in the third year of a three-year enhancement plan, designed to focus the University and position it for growth through interdisciplinary programs, professional certification programs and undergraduate research.

Guam has an estimated population of 160,000 and over 1 million tourists per year. English and Chamorro are official languages. Federal as well as local laws are in effect. The island is situated within five hours flying time of every major capital city in the Far East.

Unit Information:

The Robert F. Kennedy Memorial Library is the largest library in the Micronesia region and houses 96,542 print titles and 125,007 volume holdings; over; 940,187 microfilm/microfiche units, 2318 print serial titles; 175,283 print serial issues, over 4820 audiovisual items; and over 45 units of audiovisual software. The library's Web-interfaced Online Catalog allows students, faculty, staff and other community and regional cardholders and enrollees to access the library's collection and electronic resources both on and off campus. Electronic Database Resources subscribed and licensed to the RFK Library offers well over 15,235 peer-reviewed journals. The much-increased new acquisitions and new databases enhance academic quality by supporting the university community's classes, research and professional needs. Visit the library at www.uog.edu/rfk.

General Description:

The University of Guam is looking for an individual who is interested in new challenges and opportunities for professional and personal growth. This position calls for someone who is adaptable, intelligent, possesses a global vision and who is interested in working in a dynamic, multi-cultural institution.

Character of Duties:

Responsible for advancing online electronic resources and services at the University of Guam's Robert F. Kennedy Memorial Library. Actively participate in reference department duties and bibliographic instruction program and assume supervisory responsibilities as needed. Engage in University and community service endeavors and research. Assist with cataloging duties as necessary.

Qualifications:

Minimum: ALA accredited Masters degree. Excellent oral and written communication and interpersonal skills. Familiarity and experience with Integrated Library Systems and on-line and print information resources. Knowledge of computer hardware and software commensurate with electronic information provision. Knowledge of MARC and AACRII revised standards. Three (3) years experience in an academic library. **Preferred:** Demonstrated knowledge and understanding of current standards and practices relating to electronic resources, including licensing and vendor trials. Ability to coordinate the development of e-library resources. Multicultural experience and knowledge of East Asia and the Pacific. Web design skills are a plus.

Salary Level:

Salary will be commensurate with qualifications and experience relevant to the positions. The following salary figures are for twelve (12) months:

Assistant Professor \$45,491 - \$78,641 Per Academic Year
Associate Professor \$52,112 - \$92,409 Per Academic Year

Appointment/Relocation:

Twelve (12) month appointment: Individuals hired will be on a three-year tenure track contractual appointment. If hired off-island on a three-year tenure track, a travel expense will be provided for the applicant and his/her immediate family (spouse and children, 18 years and under) which includes one-way direct air route economy fare from point of hire, and partial compensation for moving expenses of household goods from point of recruitment (3,500 pounds per family and 1,750 pounds per applicant without dependents will be provided).

#039-07 REFERENCE/INFORMATION SERVICES LIBRARIAN**Benefits:**

Fringe benefits include subsidized hospitalization and medical plans, life insurance, cafeteria plan (flexible Tax benefit plan), and the Government of Guam retirement plan.

Application Process:

All applications must submit a letter of intent stating interest in the position, and an up-to-date resume or curriculum vitae to the Search Committee Chair. Electronic transmittal of documents via fax/email are welcome. **Short-listed candidates** will be required to submit a completed Government of Guam Application Form (can be downloaded at <http://www.uog.edu/hro>); unofficial copies of graduate (master and doctorate) transcripts, names, titles, telephone numbers and e-mail address, of three (3) references; or placement files with current letters of recommendations to be contacted, and any materials the Search Committee view as appropriate. **Selected candidate** will be required to submit official graduate (master and doctorate) transcripts sent directly from the awarding institution/s to **Dr. Nicholas Goetzfridt, Chair, Reference/Information Services Librarian Search Committee, c/o Human Resources Office, University of Guam, UOG Station, Mangilao, GU 96923**. For further information, please email ngoetzfr@uog9.uog.edu, or call (671) 735-2300 or fax (671) 734-6882.

Application Deadline:

Review of applications will begin immediately and will continue until the position is filled.

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/main>. Guam's daily newspaper, The Pacific Daily News is available at <http://www.guampdn.com>. Information on moving to Guam is available at <http://guamcustoms.org>.

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 (e.g. 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.

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. For assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Title IX Coordinator/Equal Employment Opportunity Officer, Ms. Louise Toves, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (COR).