



JOB ANNOUNCEMENT “OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: COORDINATOR of Admissions & Registration	ANNOUNCEMENT NUMBER: JA#016-25 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: M MINIMUM MAXIMUM Step M-1-b \$67,323 Step M-2-b \$70,056	OPENING DATE: June 10, 2025
DIVISION: ACADEMIC AFFAIRS Admissions & Registration	CLOSING DATE: June 23, 2025 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

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

SELECTIVE FACTOR: Experience in Student Information Systems (SIS)

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 do not list all the duties, which may be assigned; 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 1-20 forms. Also handles requests for work-permits, extensions and multiple entry 1-20.

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.

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, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information, visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537 extension 5536/5538.

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 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 veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

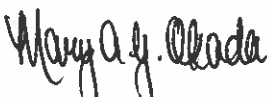
EDUCATION:

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