



JOB ANNOUNCEMENT “OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: ASSISTANT DIRECTOR for Continuing Education & Workforce Development	ANNOUNCEMENT NUMBER: JA#033-25 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: P MINIMUM MAXIMUM Step P-1-a \$96,861 Step P-2-a \$100,794	OPENING DATE: October 15, 2025
DIVISION: ACADEMIC AFFAIRS	CLOSING DATE: October 28, 2025 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) Master’s degree in Education, Human Resource Management, Public Administration, Business Administration or closely related field with two (2) years of experience in continuing education activities or career and workforce development experience; OR
- b) Bachelor’s degree in Education, Human Resource Management, Public Administration, Business Administration or closely related field with four (4) years of experience in continuing education activities or career and workforce development experience

SELECTIVE FACTOR: Experience in entrepreneurship or workforce development.

NATURE OF WORK IN THIS CLASS:

This is complex specialized work in planning, developing, implementing and directing the continuing education program and career workforce development initiatives for the College.

This position is responsible for conceptualizing, developing, and managing institutional and program initiatives that impact on lifelong learning opportunities for both internal and external constituencies of the college, in alignment with the goals of the Institutional Strategic Master Plan (ISMP).

This position is responsible for leading and implementing an array of entrepreneurial programs to meet industry and community training needs in support of the College’s mission.

This position reports to the Vice President for Academic Affairs and works closely with senior management.

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.)

Plans, develops and implements a variety of career and workforce development initiatives to meet current and emerging industry and community needs.

Plans, develops and implements the cyclical activities of the continuing education office.

Conducts regular outreach with both the private and public sectors to gauge employer and employee needs vis-à-vis training and professional development.

Directs and manages all continuing education programs including: leading program development, managing program coordination vis-à-vis facilities, registration, and budget, scheduling of classes, recruiting instructors and students, developing and distributing marketing and promotional materials for all programs and administering special projects, as necessary and appropriate.

Represents and articulates the mission of the college to various sectors of the community, such as educational institutions, governmental entities, private sectors, as well as funding agencies.

Conducts research and studies related to Workforce Investment Act policies and practices that will help the College leverage funding opportunities.

Coordinates and assists College departments with their course offerings.

Develops and reviews curriculum as it relates to Continuing Education course offerings.

Develops and manages various Memorandum of Agreement with online partners and other agencies and companies to provide courses through Continuing Education.

Coordinates with the Human Resources Office and the Business Office to ensure employment contracts are developed, revenue is generated, and instructors are paid for all courses run through Continuing Education.

Assists in developing and overseeing assigned grants to ensure courses are offered and funds are spent.

Provides community outreach to generate awareness of the College's program and course offerings and to gather input to develop courses for lifelong learning within the community.

Supervises and directs the work of staff members engaged in the daily operations and activities of the Continuing Education program and career and workforce development initiatives.

Prepares regular progress reports.

Prepares and manages program budgets.

Participates in Academic Affairs Division Management Team meetings.

Participates as a member of the President's Management Team.

Serves on a variety of College Committees as assigned.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the purpose, objectives and goals of the College as prescribed by Title 17 GCA (Public Law 14-77) and subsequent legislation.

Knowledge of policies and practices that relate to federal laws related to vocational training and workforce development (e.g. Workforce Investment Act, Vocational Education Act, etc.)

Knowledge of current trends and practices in continuing education.

Knowledge of post-secondary institutions and special populations (e.g. dislocated worker, out-of-school youth, single mother, etc.) that attend community colleges.

Knowledge of and ability to administer entrepreneurial activities with educational components.

Ability to establish policies and procedures relative to employer-employee training programs, as well as continuing education activities.

Ability to work with sponsors and other clientele from diverse cultural and educational backgrounds.

Ability to project, track and manage a budget.

Ability to work effectively with the public and private sectors, as well as 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, 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.

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.

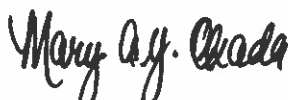
EDUCATION:

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

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GUAMCOMMUNITYCOLLEGE

Email: hrjobs@guamcc.edu | Phone: (671) 735-5537 | www.guamcc.edu
PO Box 23069 GMF, Barrigada, GU 96921