



Human Resources Office

ANNOUNCEMENT

**THE FOLLOWING JOB ANNOUNCEMENT CLOSING DATE IS
HEREBY AMENDED:**

POSITION TITLE:	CLOSING DATE:
NON-INSTRUCTIONAL FACULTY LIBRARIAN	Continuous Until Filled
JA029-25	

APPROVED BY

Mary A.Y. Okada, Ed.D.
Ok President

GCC is an equal opportunity provider and employer.



**JOB ANNOUNCEMENT
"OPEN COMPETITIVE"**

Guam Community College is accepting applications for the following position to establish a list:

FULL TIME POSITION: NON-INSTRUCTIONAL FACULTY LIBRARIAN	ANNOUNCEMENT NUMBER: JA#029-25 POSITION STATUS: PERMANENT / FULL-TIME
SALARY: <u>MINIMUM</u> <u>MAXIMUM</u> \$47,876 \$53,142	OPENING DATE: September 30, 2025
DIVISION: Learning Resource Center Technology & Student Services	CLOSING DATE: October 13, 2025 5:00 p.m. (GMT +10:00) Guam, Port Moresby

A master's degree with at least eighteen (18) credit hours in the field of study is the minimum requirement for librarians.

GENERAL DESCRIPTION:

This is a ten (10) month post-secondary non-instructional faculty position. Applicants appointed to this position will be assigned a faculty rank consistent with the College ranking system.

ILLUSTRATIVE EXAMPLES OF WORK

- Provides reference services to students, employees, and community users.
- Provides GCC Learning Resource Center (LRC) orientation and bibliographic instruction to individuals and classes.
- Serves as faculty liaison for collection development.
- Collaborates with other librarians in collection development.
- Develops information literacy curriculum units for subject areas, general education requirements, and career and technical programs.
- Coordinates library displays and publicizes library programs.
- Collaborates in maintaining and developing the library website.
- Serves as database manager for the automated library system including the administration, cataloging, circulation, Online Public Access Catalog (OPAC), and library portal modules.
- Catalogs and classifies print and non-print materials using the automated library system.
- Manages the circulation services of LRC.

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 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
Location: 1 Sesame Street, Manglao, Guam