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ANNOUNCEMENT

December 10, 2024

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 017-25

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$49,731.00 - UGPP/M-09 \$66,171.00 Per Annum

Opening Date:

December 10, 2024

Closing Date:

December 24, 2024

Location:

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)

MINIMUM QUALIFICATION:

Master's Degree or Bachelor's Degree with five (5) years of experience.

PREFERRED QUALIFICATIONS:

Master's Degree in Nutrition, Health & Wellness, or related field; certification in chronic disease prevention program/curriculum; at least, 1 year experience in Extension and Outreach.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

CHARACTER OF DUTIES:

Under the supervision of the Family & Consumer Sciences Faculty in the Cooperative Extension & Outreach, the Extension Associate II will implement community-based health and wellness programs that are adapted to be culturally relevant, where appropriate to the community by providing direct and indirect instruction and practical application training in healthy lifestyle behaviors; creating, fostering, and maintaining partnerships with community organizations; recruiting program eligible clients and volunteers; delivering accurate and quality programming grounded in evidence-based approaches; collecting, managing, and analyzing data; documenting and communicating success stories/program impacts; participating in extension-based learning activities and outreach events; developing culturally-relevant and placed-based program activities and fact sheets; and regular reporting. The Extension Associate II will coordinate and manage aspects of Extension projects and grant-funded programs using knowledge, abilities, and skills described previously. This position requires travel and a high level of communication skills (oral and written) to work with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to: planning, recruiting, coordinating, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; leading and managing extension publications and activities; managing data and written reports; and other detailed projects as assigned in accordance with stated Extension and/or grant objectives.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must have excellent communication skills both oral and written; demonstrate the ability to work independently within the scope of project and/or supervisor directives; have a good understanding of the components of grants and some experience with grant or report writing; have knowledge in nutrition and health, lifestyle behaviors to manage and/or prevent non-communicable diseases; have organizational and management skills to coordinate community-based programming; have knowledge of the community and cultures of the residents of Guam; have the ability to navigate Guam villages independently or with simplified directions; have the ability to be flexible and adjust schedule to meet the community's needs; and have excellent communication skills and experience in public speaking.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

EXTENSION ASSOCIATE II # 017-25

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.

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 within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 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.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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 Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



Joseph Gumataotao (Dec 6, 2024 10:37 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.II.12/6/2024
Approved by CHRO 12/6/2024