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# ANNOUNCEMENT

July 05, 2024

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

*Announcement No. 090-24*

**Position Title**  
**Extension Associate I**

**Salary Range:**

UGPP/J-01 \$37,913.00 – UGPP/J-18 \$66,821.00 Per Annum

**Opening Date:**

July 05, 2024

**Closing Date:**

Continuous Until Filled

**Location:**

Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesia Area Research Center (RFT-MARC)/UOG Press

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Marketing, English, Communications or a related field from a regionally accredited institution or foreign equivalent; **and**
- Experience with community outreach efforts and in inventory and database management.

**NECESSARY SPECIAL QUALIFICATIONS:**

- Must have a valid Guam driver's license.
- Physical ability to lift heavy boxes of books up to 50 pounds.

**PREFERRED QUALIFICATIONS:**

- Experience working with local community and youth organizations.
- Experience with publishing, editing, and writing projects.

**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.

**KNOWLEDGE, ABILITIES AND/OR SKILLS:**

Knowledge in general administrative processes and office management practices. Ability to communicate effectively; skilled in English proficiency and Chamoru language is a plus. Knowledge of the principles of bookkeeping with the skills to prepare financial statements and fund status reports; ability to prepare and maintain records. Proficient in Microsoft Office and database management. Skilled in personal computer operation, file sharing, data transcription, spreadsheet compilation, and preparation of presentations. Must have good social, organizational, time-management, and customer service skills. Ability to work with minimal supervision.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Director of Publishing the Distribution Coordinator and Merchandiser (Extension Associate I) is responsible of controlling and monitoring the inventory of book products; receives and prepares for distribution to vendors and community organizations. Participates in collaborating with the Director of Publishing, Publicist and Accounting Specialist to arrange and support vendors, village mayors, and community partnerships. Reports the progress and status of UOG Press projects to various stakeholders. Determines the place and time, and the volume of products to be distributed. Coordinate with logistics for supply chain and conduct precise inventory. The Distribution Coordinator and Merchandiser (Extension Associate I) assess opportunities for improved growth of UOG Press efforts. Supports purchasing managers to achieve optimal reordering systems and oversees inventory security. Ensures the safe transport of UOG Press products. Create and implement management strategies and processes to guarantee all products, incoming and outbound are sent and received timely. Train employees to receive, store, test, or ship products. Performs other duties as assigned.

# #090-24 EXTENSION ASSOCIATE I

## **EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.com>.

## **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 (i.e., 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 the date 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 the 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 <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).

*Elaine Faculo-Gogue*  
Elaine Faculo-Gogue (Jul 5, 2024 12:06 GMT+10)

**ELAINE FACULO-GOGUE**  
Acting Chief Human Resources Officer

Distribution Coordinator & Merchandiser 07/05/24  
Approved by CHRO. 07/05/24