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ANNOUNCEMENT

August 26, 2024

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

Announcement No. 111-24

Position Title
EXTENSION ASSOCIATE I

Hourly Range:

UGPP/J-01 \$18.23 - UGPP/J-18 \$32.13 Per Hour

Opening Date:

August 26, 2024

Closing Date:

Continuous Until Filled

Location:

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

MINIMUM QUALIFICATION:

Bachelor's Degree in any Science(s) with three (3) years relevant and related work experience.

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 Associate Director for Extension, the Extension Associate I will support day to day operations of the Renewable Resources Extension Act (RREA) and other related extension programs. The Extension Associate I will process paperwork, scanning, filing, organization and cleaning of office/field work. The Extension Associate I will provide support for workshops in the evenings and on weekends. The Extension Associate I will speak and interact with the public during workshops and conferences. The Extension Associate I will perform agriculture duties which include shoveling chicken litter, nursery work, and facility maintenance as required. The Extension Associate I will operate official vehicle to drop or pick up any supplies and materials from vendors to prepare for workshops, demonstrations, or conferences. The Extension Associate I will prepare outreach publications drafts, manage client database, summarize workshops evaluations, and transcribe recordings. The Extension Associate will perform other duties assigned. The Extension Associate I Must be able to work on nights and weekends on occasion.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Demonstrates experience in grants management or Extension and outreach work. Must have excellent communication skills both oral and written. Proficient in Microsoft Office applications including Word, Excel, and PowerPoint. Skilled in record keeping, data entry, spreadsheet compilation, and preparation of presentation. Ability to work both independently and with others. Must be self-motivated and able to accomplish tasks with minimum supervision. Must be comfortable with routine repetitive tasks and willing to work in both office and outdoor environments. Ability to commit up to 25 hours per week.

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.

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.

EXTENSION ASSOCIATE I # 111-24

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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

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 (Aug 27, 2024 16:38 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.08/26/2024
Approved by CHRO 08/26/2024