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ANNOUNCEMENT

March 28, 2025

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. 051-25

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$49,731.00 -UGPP/M-18 \$87,650.00 Per Annum

Opening Date:

March 28, 2025

Closing Date:

Continuous Until Filled

Location:

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

MINIMUM QUALIFICATION:

Bachelor's degree with 5 years relevant and related work experience or Master's Degree with no experience.

PREFERRED QUALIFICATIONS:

Must have at least five years of experience executing professional video projects from start to finish. Must be proficient in Adobe Premiere Pro and Photoshop or other video/audio editing software. Must be proficient with photography equipment and photo editing as well as shareware, multi-platform (Windows, iOS, & UNIX), and video editing software. Must be comfortable setting up lighting and sound equipment in indoor and outdoor environments and integrating AV technologies, to include speakers, microphones, and projectors. Must have experience shooting engaging clips/short videos appropriate for different platforms, including Facebook, Instagram, and YouTube as well as livestreaming.

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.

NATURE OF WORK:

This position will be part of the CNAS Media Team, which supports the three-part mission of the College of Natural & Applied Sciences instruction, extension, outreach, and research with a focus on outreach and support for Extension research through the production of communication, marketing, and outreach materials as well as events. This includes the two Land Grant units within the college: Cooperative Extension Service and the AgInnovation Research Center. This position is generally carried out in the office, at events, and in the field, both on and off campus and occasionally in the evenings and on weekends.

CHARACTER OF DUTIES:

Under the supervision of the Interim Associate Director of Extension, the Extension Associate II will collaborate directly with administrators, faculty, staff, students, and vendors on the development, design, and production of various audio and video projects which may include short clips and interviews for social media, longer form promotional videos, podcasts, instructional videos and live recordings of workshops, and live streaming and post-production editing of live-streamed content. The Extension Associate II will work with outside vendors to procure quotes and services. The Extension Associate II will serve as the primary photographer of the College of Natural Applied Sciences' Media Team. the Extension Associate II will direct photo shoots of people, products, and environmental settings to produce relevant and engaging images for digital content, printed publications, banners, and other marketing materials. The Extension Associate II will compile, organize, and ensure backups of the college's video and photo files and develop internal standard operating procedures for archiving them. The Extension Associate II will manage the Media Team's videography and photography equipment and make suggestions for and source any additional equipment needed. The Extension Associate II will contribute marketing and communications ideas that advance the visibility and reputation of the College of Natural Applied Science and its programs and people. The Extension Associate II will assist in the planning and execution of festivals and events. The Extension Associate II will provide training and support to faculty in the media development efforts.

EXTENSION ASSOCIATE II # 051-25

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Versatile audiovisual skills and knowledge of audiovisual equipment. Experience with drones, podcast production, scriptwriting, and graphics animation a plus. Personable demeanor, able to communicate and collaborate effectively and professionally with students, faculty, colleagues, vendors, and community members. Ability to execute a video project start to finish single-handedly from meeting with the requestors, planning, editing scripts and storyboards, scheduling the shoots, conducting the shoots, and obtaining the necessary approvals on the final. Ability to manage and simultaneously make progress on multiple projects and occasionally work under tight deadlines.

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.

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 (Mar 27, 2025 16:25 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.II.03/27/25
Approved by CHRO 03/27/25