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# ANNOUNCEMENT

September 16, 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. 115-24*

**Position Title**  
**EXTENSION ASSOCIATE II**

**Hourly Range:**

UGPP/M-01 \$23.91 – UGPP/M-07 \$29.89 Per Hour

**Opening Date:**

September 16, 2024

**Closing Date:**

September 27, 2024

**Location:**

University Libraries/RFT - Micronesia Area Research Center Publications (MARC)/ UOG Press

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Studio Arts; Graphic Design, Art, or closely related field; and
- At least five (5) years of experience in book layout and design.

**PREFERRED QUALIFICATION:**

- Proven experience with graphic design, with a strong portfolio of work.
- Strong communication and presentation skills.
- Strong organizational and time-management skills for meeting staggered deadlines for multiple assignments.
- Ability to work in a dynamic and collaborative team environment as a positive and engaged professional.
- Proficient working with Adobe InDesign CC, Adobe Photoshop CC, Adobe Illustrator CC, and Adobe After Effects CC.
- Experience drawing, painting, and illustrating.
- Skillset in conceptualization and storyboarding.
- Experience working with printing representatives to select the appropriate materials and determine printing specifications to ensure the highest quality product.

**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.

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

Superb organizational, analytical, and oral and written communications skills. Ability to make work decisions in accordance with appropriate program and project guidelines. Ability to work effectively with colleagues and the public. Ability to maintain records and prepare reports. Ability to implement and adhere to strict project deadlines.

**CHARACTER OF DUTIES:**

The Extension Associate II (Visual Editor and Graphic Designer) determines an overall aesthetic approach to all publications, promotional materials and curriculum resources associated with UOG Press. The Visual Editor and Graphic Designer is responsible for creating the overall artistic vision and design for book, promotional, and educational products, as well as ensuring that the text and imagery in each product works together to create an aesthetically appealing resource that encourages readers to revisit or closely examine the pages and the content they contain. Design publication content (cover and interior) to create a coherent and complete final product that incorporates the vision of the editorial and publicity teams, authors and artists. Use a variety of mediums to achieve artistic or decorative effects. Select the type, font, size, color, and line length of headlines, headings, and text. Transform statistical data into visual graphics and diagrams, often creating infographics, which can make complex ideas more accessible. Create visual text and imagery concepts, by hand or using

## EXTENSION ASSOCIATE II # 115-24

computer software, to communicate ideas that inspire, inform, or captivate audiences. Collaborate closely with the publishing director, editors, writers, photographers, artists, and other team members. Help determine product specifications for printing. Review and edit all proofs as necessary to ensure final product meets specifications. Design graphics to meet specific commercial or promotional needs, such as packaging, displays, logos, or imagery for print and digital uses including banner ads, social media posts, website graphics, etc. Work with the Creative Visual team to create supporting graphics for UOG Press books, projects, and promotions. The Extension Associate II (Visual Editor and Graphic Designer) works collaboratively with writers, editors, artists, and other team members. Perform other duties as assigned.

### **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) to 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 applications 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 (Sep 16, 2024 16:48 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

Extension Associate II 09/16/24  
Approved by CHRO 09/16/24



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