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# ANNOUNCEMENT

June 28, 2021

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

*Announcement No. 083-21*

**Position Title**

**EXTENSION ASSISTANT III**

**Salary Range:**

UGPP/H-01 \$26,520.00 - UGPP/H-18 \$46,742.00 Per Annum

**Opening Date:**

June 28, 2021

**Closing Date:**

July 12, 2021

**Location:**

Academic and Student Affairs/Research and Sponsored Programs/Guam Cancer Trust Fund

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED and/or 31-90 or more college credits;
- Five (5) years of office related work experience or any equivalent combination of experience and training, which provides the minimum knowledge, abilities and skills.

**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 of word processor capabilities. Knowledge of standard or appropriate specialized secretarial practices and procedures. Ability to design or modify and implement appropriate office practices, procedures, and system. Ability to use initiative and judgment in handling office matters. Ability to interpret and apply pertinent organizational, procedural regulations, and other work guidelines and requirements. Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and making proper disposition of problems. Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness. Ability to work effectively with employees and the public. Ability to communicate effectively, orally, and in writing. Ability to maintain records and prepare routine reports. Skill in operation of word processing user software or equipment. Skilling typing at a prescribed rate of speed; and skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports, or documents.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Program Manager. The Extension Assistant III will be responsible for assisting the Program Manager on the day-to day administrative operations for the Guam Cancer Trust Fund (GCTF); Prepare purchases orders, payments, receiving reports, and petty cash vouchers; Prepare travel arrangements/clearances for GCTF Chair end program manager maintain record keeping and file and data management; develop and implement office management procedures, practices, an system; take and transcribe minutes of official meetings and prepare summary of meetings; assisted visitors and/or incoming callers; provide information, channels complaints or inquiries two proper sources; use judgment in handling problems; independently handle office details and prepare material for meetings for supervisor; establish and maintain various files for fast and easy maintenance and retrieval; and perform any other duties as assigned.

**EDUCATION:**

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

## EXTENSION ASSISTANT III # 083-21

### **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 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 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 <http://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 <http://www.uog.edu/hro> (under Links).

### **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 Acting 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 (Jun 25, 2021 18:36 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Extension.Assistant.III 06/28/21*  
*Approved by Acting CHRO 06/28/21*