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ANNOUNCEMENT

May 22, 2018

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

Announcement No. 065-18

Position Title

EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01\$40,762.00 – UGPP/M-07 \$50,953.00 Per Annum

Opening Date: May 22, 2018

Closing Date: June 4, 2018

Location:

College of Natural & Applied Sciences/Cooperative Extension Service

MINIMUM QUALIFICATION:

Bachelor's degree with five (5) years relevant and related work experience or a Master's degree.

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:

Ability to manage and promote Cooperative Extension and Outreach (CE&O) activities, programs, audiences, and projects to stakeholder and decision making bodies throughout the island of Guam, Pacific Islands, the land grant university system, USDA-NIFA through personal contact, social media, federal reporting systems, and media outlets. Ability to effectively communicate orally and in writing with employees, customers, and clients. Ability to prepare report.

CHARACTER OF DUTIES:

Under the supervision of the Associate Director of Extension and Outreach, the Extension Associate II will perform the duties of communication and marketing for CE&O. This position will work with all forms of outreach media (radio, television, print, social, etc.) to link Extension resources and impacts to all audiences. This position will maintain and update CE&O web presence. This position will be the prime point of contact for inquires to Extension and direct inquires to the appropriate faculty or professional person. This position will assist with engagement with the community and stakeholders, under the direction of the Associate Director, to sustain a supportive, collaborative, and innovative environment for support and engagement with Extension professionals at UOG and the western region. This position will work in graphic arts, web based information, audio and visual media, and one-on-one communications. This position will liaison with the UOG Communications and Marketing efforts and personal, specifically managing all efforts in Extension to be congruent with UOG branding standards. This position will manage the efforts of Extension & Outreach Publications committee. This position will require creative approaches to evolving outreach strategies with changing audiences and learner demands. This position will have direct communication with Extension faculty and professional staff about research, programming, and evolving issues that influence outreach and engagement strategies. This position will manage all projects under communications and marketing, as well as other duties assigned by the Associate Director, specifically in the areas related to National Institute of Food and Agriculture (NIFA) strategies, guidelines, planning, and reporting.

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 II # 065-18

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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 <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 Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Extension Associate II 05/22/18
Approved by CHRO 05/22/18