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ANNOUNCEMENT

August 13, 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. 089-18

Position Title
EXTENSION ASSOCIATE I

Salary Range:

UGPP/J-01 \$31,076.00 -UGPP/J-02 \$32,253.00 Per Annum

Opening Date:

August 13, 2018

Closing Date: Continuous Until Filled

Location:

College of Natural & Applied Sciences/Cooperative Extension Service (DPHSS-PHP/SNAP-Ed)

MINIMUM QUALIFICATIONS:

Bachelor's degree in health science, nutrition, education or related field or an Associate's degree in health science or related field and three (3) years relevant and related work experience.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of the health and needs of populations with limited resources in Guam and experience in wellness and/or nutrition education program implementation and evaluation. Must have excellent communication skills both orally and in writing, knowledge in working people across the lifespan, health & wellness, skills in implementing and/or evaluating wellness programs, knowledge of the community and cultures of the residents of Guam, ability to navigate Guam villages independently or with simplified directions, schedule flexibility, and ability meet the community's needs, knowledge of introductory nutrition knowledge and kitchen skills, ability to speak in front of groups, plan, organize, and manage time.

CHARACTER OF DUTIES:

Under the supervision of the Preventive Health Project Coordinator, SNAP-Ed Coordinator, the Extension Associate I will implement and evaluate the PHP and SNAP-Ed program; recruitment of PHP and SNAP-Ed clients; ensure accuracy and quality of PHP and SNAP-Ed delivery; complete PHP and SNAP-Ed data collection and entry; document success stories/program impacts; participate in extension-based learning activities and outreach events; develop PHP and SNAP-Ed activities and fact sheets with supervisor and peers; compile written activity reports of prearranged schedule; create and foster relationship with community partners that will support the PHP and SNAP-Ed objective. The Extension Associate I will work independently after a brief training in following specific procedures to which assigned, primarily supporting the PHP and SNAP-Ed objectives. This position requires intra-island and off island travel and high level of communication skill (oral and written) in working with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to: recruiting, coordinating, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; assisting in managing project operations and extension activities; managing data and writing reports; and other detailed projects as assigned in accordance with stated grant objectives. PHP involves Tier III evidence-based curriculum in senior centers throughout Guam and SNAP-Ed projects align with USDA Food and Nutrition Service regulations and guidance.

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.

EXTENSION ASSOCIATE I # 089-18

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 I 08/13/18
Approved by CHRO 08/13/18