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ANNOUNCEMENT

November 28, 2022

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. 017-23

Position Title
EXTENSION ASSOCIATE I

Salary Range:

UGPP/J-01 \$14.94 – UGPP/J-18 \$26.33 Per Hour

Opening Date:

November 28, 2022

Closing Date:

December 9, 2022

Location:

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)

MINIMUM QUALIFICATION:

Bachelor's Degree or Associate's Degree with three (3) years relevant and related work experience identified in the Character of duties.

PREFERRED QUALIFICATIONS:

- Prior experience in working with students in K-12 grades;
- Prior experience in working with undergraduate students (i.e., club leadership experience, mentoring, or in a more formal capacity);
- Prior experience in data science (i.e., coding, data collection, and data analysis);
- Demonstrated ability to conduct an academic research project and the presentation of an academic research project.

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.

CHARACTER OF DUTIES:

Under the supervision of the Extension Agent II, the Extension Associate I will be part of a team that will conduct professional level activities such as: informal teaching; assisting with the assessment, design, and implementation of projects under Community Development; provide technical assistance by contributing to research activities, including gathering data and analysis of data on assigned topics; planning and preparation of proposed conferences and symposiums; assisting in the reporting of ongoing projects; and in communicating the activities of the Community Development office to a wide audience through write-ups and/or in-person or recorded interviews. The Extension Associate I may perform other duties as needed to support the Community Development office of the Cooperative Extension & Outreach program of the College of Natural & Applied Sciences, University of Guam.

KNOWLEDGE, SKILL, AND/OR ABILITIES:

Proficient in the use of Microsoft applications or iOS equivalents; ability to prepare reports and analysis (assist with survey/questionnaire design and online delivery; ability to communicate effectively orally and in writing with employees and public (may include K-12 students, undergraduate students, graduate students); ability to plan, set deadlines, and work independently or in a team to meet the intended outcome; ability to assist with Institutional Review Board (IRB) applications through preparation and proofreading of documents; skilled in the use of computer peripheral accessories to create, record, store, and display education materials related to ongoing projects; ability to work a flexible schedule to include hours beyond the normal work schedule and some weekends to meet the program/project needs.

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.

EXTENSION ASSOCIATE I # 017-23

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:


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 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 <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 (Nov 28, 2022 14:25 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.11/28/22
Approved by CHRO 11/28/22