



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

February 14, 2025

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

Announcement No. 033-25

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$49,731.00 – UGPP/M-07 \$62,163.00 Per Annum

Opening Date: February 14, 2025

Closing Date: February 27, 2025

Location:

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

MINIMUM QUALIFICATION:

- Bachelor of Arts of Science degree in Publishing, English, Journalism, Communications, Creative Writing, Professional Writing, Rhetoric, Composition, or other relevant field of study from a U.S. regionally accredited institution or foreign equivalent; and
- Five years of experience as a professional copy, content, and/or developmental editor. Demonstrated ability to work well with an array of publishing professionals (editors, writers, illustrators, designers, etc.) and to provide them with constructive and clear feedback to improve a product. Demonstrated ability to give and receive constructive feedback. Superb organizational, analytical and communications skills.

PREFERRED QUALIFICATIONS:

- Demonstrated experience editing and proofreading both scholarly and creative publications for adherence to various editorial style guides and regional orthographies; experience assisting in coordinating an online or print publishing cycle; experience providing editorial feedback to designers, illustrators and other visual content creators; and strong time-management skills for meeting staggered deadlines for multiple assignments.

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:

Proven experience supporting writers and visual content creators to strengthen content by providing developmental, content, and copy-editing services for publication manuscripts; a demonstrated ability to nurture strong writer-editor relationships and ensure the accessibility of an editor based on the needs of individual publications and their authors and illustrators; experience managing book and resource projects within a project timeline while offering administrative support to an editorial team as needed for the efficient processing of manuscripts throughout the publication process.

CHARACTER OF DUTIES:

The Extension Associate II (Publication Editor/Editor I) works under the supervision of the Director of Publishing, and responsible of providing line edits and suggestions to writers through several rounds of review; edit content of publications using UOG Press's publication style, editorial policy, and publication specifications; develop a content calendar; develop ideas for content; adhere to publication best practices; monitor deadlines; assist the Managing Editor in the packaging and distribution of manuscripts for the review process; assist the Managing Editor in the tracking of UOG Press book credit earned by individual reviewers; maintain liaison with authors and illustrators to discuss changes in approved manuscripts and ensure revisions are made adequately in response to reviewer and editorial recommendations; assist in the establishment of and adherence to editorial policies and best practices; collaborate with the editorial team to determine an editorial calendar and establish publishing timelines; assist in the acquisition of publications that help to achieve Press goals and publishing priorities; and perform other duties as assigned.

EXTENSION ASSOCIATE II # 033-25

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

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 (Feb 13, 2025 16:55 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension Associate II 02/14/25
Approved by CHRO 02/14/25