



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 05, 2024

**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. 041-24*

**Position Title**  
**EXTENSION ASSOCIATE II**

**Salary Range:**

UGPP/M-01 \$49,731.00 - UGPP/M-15 \$79,809.00 Per Annum

**Opening Date:**

February 08, 2024

**Closing Date:**

February 21, 2024

**Location:**

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

**MINIMUM QUALIFICATION:**

Bachelor's Degree in Business or Public Administration with five (5) years of relevant and related work experience OR Master's Degree and demonstrated experience in grants management and experience using financial management systems used in educational institutions.

**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 Interim Associate Directors for Cooperative Extension & Outreach (CE&O), Western Pacific Tropical Research Center (WPTRC), and the Extension Associate III for CE&O, the Extension Associate II (Project Coordinator) will provide administrative services support for grant management under the scope of CE&O and WPTRC. These services include, but are not limited to communicating with Principal Investigators (PI's) and Co-Investigators (Co-I's) to fulfill grant objectives, managing and balancing grant budgets, submitting progress reports to grantors, drafting, and interpreting contracts, memorandum of understanding agreements. Additionally, the Extension Associate (Project Coordinator) will provide administrative services support as needed for updating standard operating procedures (SOP's) internal to CE&O and WPTRC, assist with timesheet entries and as needed. Perform other relevant and related duties as needed.

**KNOWLEDGE, ABILITIES AND/OR SKILLS:**

Must have excellent communication skills both oral and written. Proficient in Microsoft Office applications, Adobe Sign, WebAdvisor, Ellucian Colleague (formerly Datatel Colleague), and Cayuse Grants Management Program. Ability to work both independently and with others. Knowledge of public personnel administration and employee management. Knowledge of contract and project management. Ability to manage multiple grants and correspond with appropriate personnel, such as PI's and Co-I's for each project.

**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 # 041-24

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 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 (Feb 6, 2024 09:43 GMT+10)

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

*Extension.Associate.II.02/05/24*  
*Approved by CHRO 02/05/24*