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ANNOUNCEMENT

May 3, 2024

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. 074-24

Position Title
EXTENSION ASSISTANT I

Hourly Range:

UGPP/E-01 \$12.37 - UGPP/E-18 \$21.81 Per Hour

Opening Date:

May 3, 2024

Closing Date:

May 16, 2024

Location:

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

MINIMUM QUALIFICATION:

High school diploma or GED.

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 Agricultural Economist and Extensionist, the Extension Assistant I will assist in distributing, collecting, and analyzing farmer stress surveys under the Western Region Agricultural Stress Assistance Program (WRASAP). The Extension Assistant I will assist in information generation and dissemination for a group of three territories (including the Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, and Guam) and work with people of diverse cultures, backgrounds, and economic status (historically underrepresented groups) in this project. The Extension Assistant I will organize and manage outreach activities, including coordinating the Mental Awareness and Resiliency Training conferences in FSM, as well as overseeing the AgrAbility regional conference in Guam. The Extension Assistant I will also assist in the preparation and implementation of technical reports (e.g. annual, impact/outcomes) in agricultural emerging needs and priorities within Guam and Pacific region. The Extension Assistant I is expected to prepare IRB application, and manage data and presentation materials for related projects. The employee will take part in photo/video documentation of lectures and prepare educational materials for online learning.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Ability to work both independently and collaboratively with others. Ability to communicate clearly and concisely, both verbally and in writing. Basic knowledge of using computers, software applications, and digital tools. Ability to work collaboratively as a member of a multidisciplinary team. Responsible for providing administrative project support to assure high-quality management for extension projects and relations.

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.

EXTENSION ASSISTANT I # 074-24

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 (May 3, 2024 10:35 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.I.05/03/24
Approved by CHRO 05/03/24