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ANNOUNCEMENT

August 13, 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. 106-24

Position Title
EXTENSION ASSOCIATE III

Salary Range:

UGPP/N-01 \$54,918 – UGPP/N-07 \$68,648 Per Annum

Opening Date:

August 13, 2024

Closing Date: Continuous Until Filled

Location:

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

MINIMUM QUALIFICATION:

- Master of Arts or Master of Fine Arts 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; with
- Three(3) years of experience in supervising and coordinating online or print publishing cycles; content and copy editing of both scholarly and creative publications; proofreading publications for adherence to various editorial style guides; procuring and assigning designers and illustrators to publications; training and mentoring junior editors in providing constructive and clear feedback to authors; 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 the product; and superb organizational, analytical and communications skills.

PREFERRED QUALIFICATIONS:

Experience editing utilizing various regional orthographies; experience in manuscript acquisition and management of a peer review process for publication; 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:

Demonstrated ability to oversee the editing and publication cycles of both online and print publications and the acquisition of manuscripts; collaborate with junior editors; lead an editorial team and set publishing timelines and goals; work with novice writers to strengthen content and provide guidance on writing for targeted audiences; utilize outstanding written and verbal communication skills and strong attention to detail and consistency to align content with audience expectations; manage multiple projects simultaneously; utilize in-depth knowledge of grammar and syntax rules, advanced computer skills, and knowledge of publishing and communication tools to help produce publications and resources of superb quality while adhering to strict deadlines and helping others to do the same.

CHARACTER OF DUTIES:

The Extension Associate III (Managing Editor/Editor II) will work with the Director of Publishing to manage the editorial process of the University of Guam Press (UOG Press) to ensure accuracy, quality, and timely delivery of publications; review and approve publication proofs; review and edit publications at each stage of the publishing process using UOG Press's publication style, editorial policy, and publication specifications; collaborate with authors, artists, designers, photographers, and other editors to develop and finalize publications; represent the editorial team in discussions with managers of other Press departments and press administrators; provide information about manuscripts to production, marketing, business, and other Press departments and administrators; manage the acquisition of manuscripts; recruit qualified individuals to participate in the review process; assign manuscripts in queue for review to a minimum of three experts in appropriate fields of study; package submissions for the peer review process; compile and edit peer review summaries; prepare acquisition proposals based on positive reviews of manuscripts to the advisory council for publication consideration and approval; track UOG Press book credit earned by individual reviewers; prepare publishing agreements for acquired manuscripts for signature and archive final, signed agreements; develop, improve, and implement policies and procedures for the acquisition, handling, transmittal, editorial treatment, and publication of manuscripts; work with the Director of Publishing and other editors to establish and carry out goals for the editorial team; maintain regular communication with authors, artists and designers to discuss changes in approved manuscripts and ensure revisions are made adequately in response to reviewer and Press recommendations;

EXTENSION ASSOCIATE III # 106-24

represent UOG Press at professional meetings, events, and conventions as appropriate; collaborate with the editorial team to establish and adhere to editorial policies and best practices; collaborate with the editorial team to determine an editorial calendar and establish publishing timelines; assist in the successful launch and promotion of Press publications; and other duties as assigned.

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 (Aug 13, 2024 16:40 GMT+10)

JOSEPH B. GUMATAOTAO

Chief Human Resources Officer

Extension Associate III 08/13/24
Approved by CHRO 08/13/24

