



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

September 23, 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. 119-24

Position Title
EXTENSION ASSISTANT II

<u>Salary Range:</u> UGPP/G-01 \$30,169.00 - UGPP/G-18 \$53,174.00 Per Annum	<u>Opening Date:</u> September 23, 2024
	<u>Closing Date:</u> Continuous Until Filled

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

MINIMUM QUALIFICATION:

High School Diploma or GED with 5 years of experience or a college student with 31-90 credit hours.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

PREFERRED QUALIFICATION:

In addition to English, a proficient speaker in Chuukese, Yapese, Pohnpeian, Filipino, or Korean.

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 Supplemental Nutrition Assistance Program – Education (SNAP-Ed) Expanded Food Nutrition Education Program (EFNEP) Coordinator(s), the Extension Assistant II will implement EFNEP and SNAP-Ed to the community by providing instruction and practical application training in resource management, nutrition, food safety, physical activity, and specific procedures to which assigned; recruiting program eligible adult and youth clients and volunteers; delivering accurate and quality programming grounded in evidence-based approaches; completing data collection and entry and documenting success stories/program impacts; participating in extension-based learning activities and outreach events; developing culturally-relevant and placed-based program activities and fact sheets with supervisor and peers; and compiling written activity reports of prearranged schedule. The Extension Assistant II will work independently after a brief training in following specific procedures to which assigned, primarily supporting the EFNEP and SNAP-Ed objectives. This position requires travel and a high level of communication skills (oral and written) to work with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to: recruiting, coordinating, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; assisting in managing project operations and extension activities; managing data and writing reports; and other detailed projects as assigned in accordance with stated grant objectives.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must have excellent communication skills both oral and written; have knowledge of the community and cultures of the residents of Guam; have the ability to navigate Guam villages independently or with simplified directions; have resource management skills and knowledge of basic math procedures; have the ability to be flexible and adjust schedule to meet the community's needs; have basic kitchen skills and knowledge of kitchen tools; can speak in front of small groups; and have planning and organizational skills.

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:

EXTENSION ASSISTANT II # 119-24

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 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 (Sep 20, 2024 11:58 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.II.9/23/2024
Approved by CHRO 9/23/2024

Signature: 
Lori Villaverde (Sep 20, 2024 11:15 GMT+10)
Email: villaverdel@triton.uog.edu

Signature: 
dyl (Sep 20, 2024 11:53 GMT+10)
Email: dylujan@triton.uog.edu



MEMORANDUM

September 11, 2024

TO: Mr. Joseph B. Gumataotao, Chief Human Resource Officer 19/09/2024
VIA: Dr. Sharleen Q. Santos-Bamba, SVP/Provost 19/09/2024
VIA: Mr. Randy Wiegand, VPAF 19/09/2024
VIA: Dr. Rachael T. Leon Guerrero, Dean/Director 17/09/2024
VIA: Ms. Christine Viscosky, CNAS Accountant III 17/09/2024
FROM: Dr. Leroy R. Barber, Interim Associate Director, CES 17/09/2024
Dr. Tanisha Aflague, EFNEP Coordinator, CES 17/09/2024
RE: Job Announcement: Extension Assistant II (EFNEP & SNAP-Ed)

We would like your permission to announce the Extension Assistant II position on People Admin, UOG Career Page and UOG Website with the following particulars:

Program name / College..... CNAS/ EFNEP & SNAP-Ed/ CES
Account number (s) 61-2F-233021-P-5102035
..... 61-2F-233415-P-5102035
Federally funded..... [X] Yes [] No (100%)
Position title Extension Assistant II
Type of appointment..... [X] Other/Limited Term [] Classified
Type of employment [] Part-Time [X] Full-Time
Grade/Step/Salary or Hourly Rate..... UGPP/G-01 \$30,169.00 - UGPP/G-18 \$53,174 per annum
Number of hours per week..... 40 hours per week
Benefit(s) covered [X] All fringe benefits
..... [] Medical/Dental [] Retirement (DC)
..... [] Social Security
..... [] Annual/Sick Leave [] Life Insurance
Duration of recruitment posting..... [] 2 weeks [X] Continuous until filled

Minimum Qualifications

High School Diploma or GED with 5 years of experience or a college student with 31-90 credit hours.

Necessary Qualifications

Must have a valid driver's license.

T: 671.735.2055 | F: 671.734.4600 | W: cnas-re.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity provider and employer.



Preferred Qualifications: In addition to English, a proficient speaker in Chuukese, Yapese, Pohnpeian, Filipino, or Korean.

Knowledge, Abilities and/or Skills

Must have excellent communication skills both oral and written; have knowledge of the community and cultures of the residents of Guam; have the ability to navigate Guam villages independently or with simplified directions; have resource management skills and knowledge of basic math procedures; have the ability to be flexible and adjust schedule to meet the community's needs; have basic kitchen skills and knowledge of kitchen tools; can speak in front of small groups; and have planning and organizational skills.

Character of Duties

Under the supervision of the Supplemental Nutrition Assistance Program – Education (SNAP-Ed) Expanded Food Nutrition Education Program (EFNEP) Coordinator(s), the Extension Assistant II will implement EFNEP and SNAP-Ed to the community by providing instruction and practical application training in resource management, nutrition, food safety, physical activity, and specific procedures to which assigned; recruiting program eligible adult and youth clients and volunteers; delivering accurate and quality programming grounded in evidence-based approaches; completing data collection and entry and documenting success stories/program impacts; participating in extension-based learning activities and outreach events; developing culturally-relevant and placed-based program activities and fact sheets with supervisor and peers; and compiling written activity reports of prearranged schedule. The Extension Assistant II will work independently after a brief training in following specific procedures to which assigned, primarily supporting the EFNEP and SNAP-Ed objectives. This position requires travel and a high level of communication skills (oral and written) to work with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to: recruiting, coordinating, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; assisting in managing project operations and extension activities; managing data and writing reports; and other detailed projects as assigned in accordance with stated grant objectives.

Your favorable consideration and approval of this request is greatly appreciated.

T: 671.735.2055 | F: 671.734.4600 | W: cnas-re.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity provider and employer.











Request to Announce Memo - Extension Assistant II (FTE) EFNEP

Final Audit Report

2024-09-19

Created:	2024-09-15
By:	Melissa Pillias (pilliasm@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjqyNfL1Xdv-elwQXnVrpqKFCFavKOr0i

"Request to Announce Memo - Extension Assistant II (FTE) EFNEP" History


-  Document created by Melissa Pillias (pilliasm@triton.uog.edu)
2024-09-15 - 10:26:57 PM GMT
-  Document emailed to taflague@triton.uog.edu for signature
2024-09-15 - 10:27:01 PM GMT
-  Email viewed by taflague@triton.uog.edu
2024-09-16 - 11:28:10 PM GMT
-  Signer taflague@triton.uog.edu entered name at signing as Tanisha Aflague
2024-09-16 - 11:29:12 PM GMT
-  Document e-signed by Tanisha Aflague (taflague@triton.uog.edu)
Signature Date: 2024-09-16 - 11:29:14 PM GMT - Time Source: server
-  Document emailed to bbarber@triton.uog.edu for signature
2024-09-16 - 11:29:16 PM GMT
-  Email viewed by bbarber@triton.uog.edu
2024-09-17 - 2:29:05 AM GMT
-  Signer bbarber@triton.uog.edu entered name at signing as L. Robert Barber, Jr.
2024-09-17 - 2:31:15 AM GMT
-  Document e-signed by L. Robert Barber, Jr. (bbarber@triton.uog.edu)
Signature Date: 2024-09-17 - 2:31:17 AM GMT - Time Source: server
-  Document emailed to visoskyc@triton.uog.edu for signature
2024-09-17 - 2:31:18 AM GMT

 Email viewed by visoskyc@triton.uog.edu


2024-09-17 - 3:16:39 AM GMT

 Signer visoskyc@triton.uog.edu entered name at signing as Christine Visosky

2024-09-17 - 5:49:52 AM GMT

 Document e-signed by Christine Visosky (visoskyc@triton.uog.edu)


Signature Date: 2024-09-17 - 5:49:54 AM GMT - Time Source: server

 Document emailed to Rachael Leon Guerrero (rachaeltlg@triton.uog.edu) for signature

2024-09-17 - 5:49:55 AM GMT

 Email viewed by Rachael Leon Guerrero (rachaeltlg@triton.uog.edu)

2024-09-17 - 6:12:07 AM GMT

 Document e-signed by Rachael Leon Guerrero (rachaeltlg@triton.uog.edu)


Signature Date: 2024-09-17 - 6:12:22 AM GMT - Time Source: server

 Document emailed to Rachel Field (rfield@triton.uog.edu) for signature

2024-09-17 - 6:12:23 AM GMT

 Document e-signed by Rachel Field (rfield@triton.uog.edu)

Signature Date: 2024-09-19 - 3:17:57 AM GMT - Time Source: server

 Document emailed to Sharleen Santos-Bamba (sbamba@triton.uog.edu) for signature

2024-09-19 - 3:17:59 AM GMT

 Email viewed by Sharleen Santos-Bamba (sbamba@triton.uog.edu)

2024-09-19 - 6:39:22 AM GMT

 Document e-signed by Sharleen Santos-Bamba (sbamba@triton.uog.edu)

Signature Date: 2024-09-19 - 6:40:10 AM GMT - Time Source: server

 Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature

2024-09-19 - 6:40:12 AM GMT

 Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)

2024-09-19 - 6:40:50 AM GMT

 Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)

Signature Date: 2024-09-19 - 6:41:19 AM GMT - Time Source: server

 Agreement completed.

2024-09-19 - 6:41:19 AM GMT












#119-24 Extension Assistant II (FTE) EFNEP

Final Audit Report

2024-09-20

Created:	2024-09-20
By:	Melissa Pillias (pilliasm@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6oNsNEj0x2gcelu9ZGNMmc7pmq7uTaYF

"#119-24 Extension Assistant II (FTE) EFNEP" History

-  Document created by Melissa Pillias (pilliasm@triton.uog.edu)
2024-09-20 - 0:56:36 AM GMT
-  Document emailed to Lori Villaverde (villaverdel@triton.uog.edu) for signature
2024-09-20 - 0:56:42 AM GMT
-  Email viewed by Lori Villaverde (villaverdel@triton.uog.edu)
2024-09-20 - 1:13:04 AM GMT
-  Document e-signed by Lori Villaverde (villaverdel@triton.uog.edu)
Signature Date: 2024-09-20 - 1:15:18 AM GMT - Time Source: server
-  Document emailed to Donna Lujan (dylujan@triton.uog.edu) for signature
2024-09-20 - 1:15:20 AM GMT
-  Email viewed by Donna Lujan (dylujan@triton.uog.edu)
2024-09-20 - 1:52:09 AM GMT
-  Signer Donna Lujan (dylujan@triton.uog.edu) entered name at signing as dyl
2024-09-20 - 1:53:44 AM GMT
-  Document e-signed by dyl (dylujan@triton.uog.edu)
Signature Date: 2024-09-20 - 1:53:46 AM GMT - Time Source: server
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature
2024-09-20 - 1:53:48 AM GMT
-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
2024-09-20 - 1:58:08 AM GMT
-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
Signature Date: 2024-09-20 - 1:58:39 AM GMT - Time Source: server

✔ Agreement completed.

2024-09-20 - 1:58:39 AM GMT