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ANNOUNCEMENT

November 26, 2018

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

Announcement No. 015-19

Position Title
EXTENSION ASSOCIATE II

Salary:

UGPP/M-01 \$40,762.00 – UGPP/M-07 \$50,953.00 Per Annum

Opening Date: November 26, 2018

Closing Date: December 10, 2018

Location:

College of Natural & Applied Sciences/Compact of Free Association

MINIMUM QUALIFICATION:

Bachelor's degree with 5 years relevant and related work experience or a Master's degree with no related work experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in economics, social sciences, community development, marketing information technology, public administration, extension education, communications, or related field from a U.S. accredited institution and a Master's degree or working towards a master's degree. Experience with project management, grant operations, and report generation.

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.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of basic Microsoft Office applications. Ability to prepare reports and analysis. Ability to work with employees and the public. Ability to maintain records and prepare reports. Must have operational knowledge of UOG procurement system. Excellent written and oral communication skills. Ability to work on weekends, after hours, and holidays.

CHARACTER OF DUTIES:

The Extension Associate II will serve as the front-line linkage to the project as he/she assists the project principle investigator. He/she will assist in coordinating, facilitating, and conducting all activities and project related matters to successfully implement and fulfill the objectives of the 2018 Compact of Free Association Enumeration project. The project coordinator duties include but are not limited to supervising the enumerators and office assistant(s), coordinating project activities between the enumerators, community, and other organizations, scheduling meetings, developing and disseminating information to the enumerators, running and ensuring surveys are complete and submitted on time, compiling and reporting the progress of project activities, and evaluating project operations. The Extension Associate II works under the direction of Associate Director of Cooperative Extension Service and with other Extension faculty in program evaluation, analysis, and findings related to all forms of Extension education and outreach. This position performs a wide range of complex project administrative duties to support directed Extension research across program disciplines and communicates with and provides a range of project supportive services as necessary. The Extension Associate II must also maintain database of broader impacts of resources and updates, anticipate and resolve problems to maintain positive and effective relationships across programs, work with public and faculty to effectively communicate methodology of data collection, analysis, and findings, have the ability to write accomplishment reports and summaries as well as extension education publications, have the ability to develop an understanding of the land grant mission and the application to the needs, issues, and concerns of the island of and its neighbors of the region.

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.

EXTENSION ASSOCIATE II # 015-19

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:

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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 <http://www.uog.edu/hro> (under Links).

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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Extension Associate II 11/26/18
Approved by Acting CHRO 11/26/18