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ANNOUNCEMENT

July 17, 2019

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

Announcement No. 085-19

Position Title
EXTENSION ASSISTANT I

Hourly Range:

UGPP/E-01 \$10.14 - UGPP/E-07 \$12.67 Per Hour

Opening Date: July 17, 2019

Closing Date: August 1, 2019

Location:

College of Natural & Applied Sciences/Cooperative Extension & Service

MINIMUM QUALIFICATION:

High School Diploma or GED.

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 QUALIFICATION:

Must have a valid driver's license.

PREFERRED QUALIFICATIONS:

Completion of a post-secondary degree or working towards degree or certification, and three (3) years of relevant and related work experience.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Must be knowledgeable in basic design principles and elements including color, shape, balance, typefaces, and layouts. Must be proficient in Adobe InDesign, Illustrator, and Photoshop at a basic level. Must have a basic working knowledge of web-design. Must be a fast learner in web-based technology. Must have a basic understanding of marketing avenues such as print, commercial, and social media. Preferable basic knowledge and skills in videography, photography, and editing. Must have extensive abilities with Microsoft Office platforms such as Word, PowerPoint and Excel. Must have the ability to work in a team setting. Preferable knowledge of workflow and project management.

CHARACTER OF DUTIES:

Under the direct supervision of the Extension Associate II, the Extension Assistant I will collaborate on the development and production of graphic related projects and publication layout for multiple publications (fact sheets, bulletins, technical reports, annual reports, web sites, press documents, etc.) for faculty, programs and administration. The Extension Assistant I will provide maintenance of the College of Natural & Applied Science website and assist with special events, such as annual meeting and other program engagements. The Extension Assistant I may perform other assigned duties and may work non-traditional hours, such as weekends and evenings.

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

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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 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 Assistant | 07/17/19
Approved by Acting CHRO 07/17/19