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ANNOUNCEMENT

October 20, 2022

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. 004-23

Position Title
EXTENSION ASSOCIATE I

Salary Range:

UGPP/J-01 \$31,076.00 – UGPP/J-18 \$54,771.00 Per Annum

Opening Date:

October 20, 2022

Closing Date:

November 2, 2022

Location:

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

MINIMUM QUALIFICATION:

- Bachelor's Degree in relevant field with no work experience; OR
- Associate Degree with three (3) years of relevant and related work experience.

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 SKILLS:

Excellent written and verbal communication skills; Ability to complete the research (e.g., IRB) and group model building training from the Children Healthy Living Program; Ability to work well with children and families; Excellent time management skills and the ability to prioritize work to meet tight deadlines; Strong organization skills to manage multiple tasks; Attention to detail and problem-solving skills; Proficiency in Microsoft Office; A willingness to work hours other than 8 a.m. to 5 p.m., including some weekends and nights.

CHARACTER OF DUTIES:

The Extension Associate I will serve as Children's Health Living Center of Excellence data collection analyst who will be assisting the Principal Investigator (PI), Co-PI, and Program Manager in community outreach. This includes, but is not limited to:

- Assist with developing and implementing extension (informal education) activities or events, including planning, evaluation, and participant follow-up;
- Maintain records of outreach activities (i.e. Sign in sheets for every activity, and confidential forms collected during the activity);
- Conduct group model building sessions and collect data to meet project objectives;
- Provide training on extension and outreach activities to participants;
- Develop outreach materials targeting various audiences for the purpose of informing the community;
- Assist with research, writing and design of outreach and educational materials and products such as fact sheets, reports, brochures, PowerPoint presentations, etc.;
- Assist with reporting to funding agencies, including data collection and writing;
- Assist with limited clerical and administrative tasks such as preparing purchase order abstracts, receiving reports, petty cash, updating budget sheets, and routing; and
- Other duties as assigned.

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 I # 004-23

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 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 (Oct 20, 2022 16:55 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.10/20/22
Approved by CHRO 10/20/22