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ANNOUNCEMENT

October 11, 2023

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. 006-24

Position Title
EXTENSION ASSISTANT II

Salary Range:

UGPP/G-01 \$30,169.00 - UGPP/G-18 \$53,174.00 Per Annum

Opening Date:

October 11, 2023

Closing Date:

October 24, 2023

Location:

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

MINIMUM QUALIFICATION:

High School Diploma or GED, and 31-90 college credits, or three (3) years relevant and related work experience.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

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 Extension Associate III for Cooperative Extension Service (CES), the Extension Assistant II will obtain quotes from various vendors for supplies, materials and/or equipment needed to prepare a requisition. Will ensure that proper account numbers are obtained for the requisition prior to routing for approvals and ensure that all proper documentation/justifications are attached for review. The Extension Assistant II will process receiving reports for purchase orders once items are received by the requisitioner. This process will also be done for official vehicle gas purchases. Process and routing of Adobe Sign documents for recipients that need to sign receiving report(s) upon receipt of their purchase(s). Compose correspondence, such as letters, reports, memos, budget modifications, purchase order adjustments, travel authorizations and travel clearances for approvals. Update and maintain files and documents. Keep and maintain log(s) for equipment, petty cash, keys issued, purchase orders, receiving reports, official vehicle gas usage, and vendors, etc. Issue out vehicles that have been reserved by the different programs. Prepare travel documents for CES personnel who will be travelling by contacting various travel vendors for price quotations, prepare the travel authorization request and ensure all documentation such as memos, travel quotations, purpose of travel, travel rates, such as per diem/ M&IE rates are correct according to travel policy prior to obtaining approvals. Ensure that all registration, registration fees, meeting agendas and any other relevant information such as administrative leave forms is also attached. Ensure any changes to the travel request are authorized in accordance with established travel policies. Assist travelers with their travel authorization close out within the prescribed timelines by ensuring that the traveler submits required documentation as necessary. Answer incoming phone calls and direct to proper personnel, take messages and relay messages in a timely manner to include sending via email as necessary. Assist in the coordination of extension outreach workshops such as collecting registration fees, issuing receipt(s) for monies collected and ensuring that all funds are properly accounted for prior to submission to the cashier/business office. Assist in preparing requisitions, purchase orders, vehicle reservations and room reservations for scheduled workshop(s)/outreach projects. Work with the accounting office to ensure the use of proper account numbers for requisitions, petty cash, travel authorizations, etc.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge in the use of Microsoft applications or iOS equivalents; knowledge of Datatel Colleague Software to process requisitions, vendors status etc.; knowledge of Adobe Acrobat Sign for approvals of memos, abstracts, etc.; ability to communicate effectively orally and in writing with employees and the public; ability to plan, set deadlines and work independently or as a team to meet the intended outcome; skilled in the use of computer peripheral accessories to create, record, store, and print materials related to work assignments; ability to work a flexible schedule to include hours beyond the normal work schedule to meet the program/project needs as necessary.

EXTENSION ASSISTANT II # 006-24

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 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 11, 2023 12:14 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.II.10/11/23
Approved by CHRO 10/11/23