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ANNOUNCEMENT

October 24, 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. 009-24

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$49,731.00 - UGPP/M-18 \$87,650.00 Per Annum

Opening Date:

October 24, 2023

Closing Date:

November 7, 2023

Location:

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

MINIMUM QUALIFICATION:

Bachelor's Degree with five (5) years relevant and related work experience; or Master's Degree with no 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 Interim Associate Director, and Extension Associate III for CES (Cooperative Extension Services Administrative Support), the Extension Associate II (Program/Project Support) will:

Consult with the CNAS Accountants at the CNAS Dean's Office to ensure availability of funding for CES accounts; prepare, process, and manage requests for purchase orders, contract agreements, purchase order adjustments, receiving reports, direct payments, gas receiving reports, and budget modifications, as needed; assist programs for petty cash requests and submit for processing for assigned programs; update and maintain CES Equipment Issue Forms & Logs, Contracts, MOU's, New Vendors, Sole Source Justifications, Helpdesk Requests; assist in the processing and review of travel authorizations for assigned programs, and others as needed to include closing out trip reports. This will include training of assigned program staff on how to prepare travel authorizations and close out trip reports; assist in the preparation of an MOU, grant application, or contracts and invitation for bid (IFB) as necessary; manage adobe sign requests for Extension programs that require approval, such as memorandums, MOU's, contracts, invitation for bid (IFB), and related documents as necessary; coordinate CES project workshops and events as necessary and facilitate/provide workshop training facilitation and confer with staff at a chosen event site to coordinate logistics details, and how to coordinate and assist in preparing for a workshop or event; identify key individuals to procure supplies and materials needed to support the objectives and goals for the project, or workshop; organize, maintain, and update CES files in Datatel and other files as necessary, to include data analysis and compilation for administrative reporting; compile information for progress reports and data collection and provide support to assigned program areas; ensure proper archiving of all CES documents on Datatel, CES Administration, and other files on a quarterly basis; provide technical support to CES Civil Rights Audit, assist on preparing reports, policies, standard operating procedures, and checklist compilation for CES; follow all assurances for University of Guam (UOG) wide policies as appropriate; serve as the main payroll timekeeper for all CES programs to include receiving and reviewing completed payroll timesheets, leave forms for accuracy. Ensure system entry, and submission for approval, and submission to payroll supervisor. Track such timesheets and leave forms in digital format; assist in special projects as required; perform related and relevant duties as assigned.

EXTENSION ASSOCIATE II # 009-24

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledgeable in Microsoft applications, and other useful applications used in an office environment; knowledge of procurement procedures; ability to arrange travel for faculty, staff and others as needed; ability to manage faculty, CES and administrator calendars, POW events and meetings; must have excellent written, verbal communication skills, and ability to mentor junior administrative staff in proper protocols and procedures.

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 24, 2023 09:33 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.II.10/24/23
Approved by CHRO 10/24/23