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ANNOUNCEMENT

October 25, 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. 010-24

Position Title
EXTENSION ASSOCIATE II

Salary Range:

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

Opening Date:

October 25, 2023

Closing Date:

November 8, 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 & Outreach Administrative Support Office), the Extension Associate II will:

Consult with the CNAS Accountants at the CNAS Dean's Office to ensure availability of funding for CES accounts; process requests for maintenance on buildings and facilities and computer equipment and prepare work order requests on the FMX website; prepare, process, and manage requests for purchase orders, contract agreements, purchase order adjustments, receiving reports, direct payments, gas receiving reports, and budget modifications, and invoices, and manage inventory for bulk purchases, as needed; assist with processing travel documentation and TA's (travel authorizations) for the Associate Director of CES, and other faculty and staff as needed; maintain room reservations for Extension programs and projects to hold meetings, workshops/demonstrations, conferences, award ceremonies, and further activities; manage adobe sign requests for Extension programs that require approval on MOU's, contracts, invitation for bid (IFB), and other documents, as necessary; produce mass emails to all extension faculty and staff for monthly CES meetings via Zoom, along with supplying a meeting agenda via email. Disseminate any announcements and important news that needs to be distributed; compile information and organize the CES professional development and POW funds for faculty and professional staff each fiscal year; alignment of Faculty CFES (Comprehensive Faculty Evaluation System) approved POW (plan of work) to NRS (NIFA Reporting System) quarter reporting and scheduling POW work activities, upload POW into the NRS system on behalf of faculty for review by the Associate Director; oversee the four (4) program areas by providing professional support to prepare budgets, aligned to NRS approved plan of work and progress reports; inform CES ALS Faculty and CES professional staff by sending CFES call reminders for evaluations that are due and evidence tracking of reminder via memorandum and email; manage CES CFES packets and professional staff evaluation reviews through adobe sign for approval and forward to appropriate HRO (Human Resources Office) personnel for processing; assist in the preparation of annual fiscal year Smith-Lever grant application; ensure proper archiving of all CES reports 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; provide training to new administrative staff on proper protocol and procedures for CES administration; serve as the alternate 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 duties as assigned.

EXTENSION ASSOCIATE II # 010-24

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 25, 2023 10:59 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.II.10/25/23
Approved by CHRO 10/25/23