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ANNOUNCEMENT

March 17, 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. 052-22

Position Title
EXTENSION ASSOCIATE I

Salary Range:

UGPP/J-01 \$31,076.00 – UGPP/J-07 \$38,845.00 per annum

Opening Date:

March 17, 2022

Closing Date:

March 30, 2022

Location:

College of Natural & Applied Sciences/Cooperative Extension Service/Western Pacific Tropical Research Center

MINIMUM QUALIFICATION:

- Bachelor's Degree; or
- Associate's Degree with 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:

The Extension Associate I will prepare purchase orders and send copies to suppliers and to the departments originating such requests. Extension Associate I will compare suppliers' bills with bids and purchase orders to verify accuracy. The Extension Associate I will prepare, maintain, and review purchasing files, reports, and price lists. The Extension Associate I will check shipments when they arrive to ensure that orders have been filled correctly and that goods meet the specifications. The Extension Associate I will compare prices, specifications, and delivery dates to determine the best bid among potential suppliers. The Extension Associate I will review requisition orders to verify accuracy, terminology, and specifications. The Extension Associate I will calculate costs of orders and charge or forward invoices to appropriate accounts. The Extension Associate I will maintain knowledge of organizational and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors. The Extension Associate I will contact suppliers to schedule or expedite deliveries and resolve shortages, missed or late deliveries, and other problems. Extension Associate I will track the status of requisitions, contracts, and orders. The Extension Associate I will respond to customer and supplier inquiries about order status, changes, or cancellations. The Extension Associate I will prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting. The Extension Associate I will monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.

KNOWLEDGE, ABILITIES, AND/OR SKILLS

Must have knowledge of administrative and clerical procedures and systems. Must have technological skills in the accounting software, data base software, and office suite and electronic mail software, such as Microsoft Office 365. Must have complex problem-solving skills, i.e., identifying complex problems and reviewing information to develop and evaluate options and implement solutions. Must have the ability to evaluate and improve operational effectiveness. Must be able to keep records and prepare reports. Must have efficient oral and written skills. Must be able to work effectively with contractors, UOG personnel, and other stakeholders.

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 # 052-22

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.

COVID-19 VACCINATION REQUIREMENT:

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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/life-at-uog/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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Mar 16, 2022 10:09 GMT+10)
JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

*Extension Associate I 03/17/22
Approved by Acting CHRO 03/17/22*