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# ANNOUNCEMENT

April 21, 2021

**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. 058-21*

***Position Title***  
**EXTENSION ASSOCIATE I**

***Salary Range:***

UGPP/J-01 \$31,076.00 – UGPP/J-08 \$38,845.00 per annum

***Opening Date:*** April 21, 2021

***Closing Date:*** June 5, 2021

***Location:***

College of Natural & Applied Sciences/Cooperative Extension Service/ Supplemental Nutrition Assistance Program Education/ Children's Healthy Living Center of Excellence

**MINIMUM QUALIFICATION:**

Bachelor's degree in relevant field or Associate Degree; three years (3) of work experience or combination of college credits, technical training, and/or professional level work experience.

**PREFERRED QUALIFICATION:**

Completion of Measurement and Standardization Training.

**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:

**KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Must have excellent written and verbal communications skills. Must be able to work well children and families. Must have excellent time management skills and ability to prioritize work to meet tight deadlines. Must have strong organizational skills to manage multiple tasks. Must pay attention to detail and have problem-solving skill. Must be proficient in Microsoft Office. Must be willing 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 the Children's Healthy Living Center of Excellence data collection analyst and will assist the Pi, Co-Pi, and program manager in community outreach. This includes but is not limited to assisting with developing and implementing extension (informal education) activities or events which includes planning, evaluation, and participant follow-ups. The Extension Associate I will maintain records of outreach activities, such as, sign in sheets for every activity and collect confidential forms during the activity. The Extension Associate I will conduct child measurements and data collection to meet the project objectives. The Extension Associate I provide training on extension and outreach activities for participants and develop outreach materials to target various audience for the purpose of informing the community. The Extension Associate I will assist in research, writing, and design of outreach and educational materials and products, such as, fact sheets, reports, brochures, PowerPoint presentations, etc. Also, the Extension Associate I assist with reporting to funding agencies with data collection and writings. The Extension Associate I will 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 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.

**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.

## EXTENSION ASSOCIATE I # 058-21

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 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 <http://www.uog.edu/hro> (under Links).

### **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 (Apr 20, 2021 16:07 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Extension Associate I 04/21/21*  
*Approved by Acting CHRO 04/21/21*