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# ANNOUNCEMENT

May 2, 2024

**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. 070-24*

**Position Title**  
**EXTENSION ASSOCIATE II**

**Salary Range:**

UGPP/M-01 \$49,731.00 - UGPP/M-09 \$66,171.00 Per Annum

**Opening Date:**

May 2, 2024

**Closing Date:**

May 15, 2024

**Location:**

College of Natural & Applied Sciences (CNAS)/Division of Natural Sciences (NS)

**MINIMUM QUALIFICATION:**

Bachelor's Degree in any Science(s) with five (5) years relevant and related work experience, or Master's Degree in any Science(s).

**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 direct supervision of the Associate Dean (Instruction), the Extension Associate II supervises and performs complex technical laboratory work for the Division of Natural Science Chemistry and Biology Programs. Maintains, improves, and implements knowledge of standard and complex laboratory instruments, equipment, techniques, and general, technical, and specialized laboratory work procedures. Supervises the maintenance of all laboratory equipment in the Division of Natural Science used by the Chemistry, Biology, and Physics Programs, which are of various complexity. Performs complex laboratory tests requiring technical judgment, proper procedures, and interpreting results. Ensures operational viability of all university laboratories. Teaches, coaches, and supervises the work of lower-level technicians and teaching assistants performing laboratory work, standardized tests, and scientific analysis. Coordinates and assists professional laboratory personnel in performing laboratory experiments, tests, and analyses. Supervises, performs, and assists with preparing various culture media solutions, chemical solutions/compounds, and other reagents. Creates all chemical solutions, compounds, and reagents for all teaching labs, students, and instructors in the Division of Natural Science. Ensures the reagent quality of chemicals is reprocessed and purified in the laboratory. In charge of proper storage and disposal of chemical waste. Coordinates and assists faculty and staff in planning and developing experimental designs. Maintains administrative, inventory, compliance, and maintenance records. Prepares reports from performing analytical processing. Engages in formal writing such as memorandums, letters, and in-house policy making. Schedules and supervises the use of equipment. Effectively work, collaborate, and coordinate with administrators, staff, faculty, scientists, and students to provide supportive service in research and laboratory lessons. Communicates efficiently and effectively with the public, other university departments, and fellow employees. In charge of procurement of all necessary supplies and equipment while managing budget. Solves challenges and implements logistical strategies. Navigates university procurement processes effectively, such as electronic databases and Ellucian data/colleague UI and retrieve or alternate manual document flows. Engages with students through teaching and coaching through class laboratory sessions or outreaches. Contracts, manages, and supervises projects in and around the Division of Natural Science. Effectively communicates and works with vendors to complete projects and acquire supplies for the Division. Maintains a safe working environment in all laboratories assigned. Maintains a clear system for hazardous waste handling, storage, and disposal. Effectively works with administrators and administrative assistants to complete tasks.

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

At least 3 years of experience in laboratory work, including three years of varied laboratory preparatory, testing and analysis work and successful completion of 30 semester hours in biology, chemistry, or closely related sciences or any equivalent combination of experience and training provides the minimum knowledge, abilities, and skills to include:

## EXTENSION ASSOCIATE II # 070-24

- Knowledge of standard and complex laboratory reagents, instruments, equipment, and techniques.
- Knowledge of materials, techniques, and general and specialized laboratory testing and analysis procedures. Knowledge of the preparation of accurate quantities of laboratory reagents.
- Technical knowledge of the biological or physical sciences as applied to a particular laboratory assignment. Ability to supervise the work of others.
- Ability to perform complex laboratory tests requiring technical judgment in determining and using proper procedures and interpreting results.
- Ability to work effectively with the faculty, students, public and employees.
- Ability to communicate effectively orally and in writing. Skill in the use and care of laboratory equipment. Possess some safety certificate or completed safety training course.
- Clear understanding of the hazardous waste; the handling, storage and removal.
- Ability to acquire biological, chemical, and other materials from off island vendors for laboratory use and safe storage.
- Maintain an up-to-date inventory of all laboratory equipment, chemicals, and materials.

### **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:**

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **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 (May 2, 2024 10:50 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Extension.Associate.II.05/02/24*  
*Approved by CHRO 05/02/24*