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# ANNOUNCEMENT

July 19, 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. 083-23*

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

**Salary Range:**

UGPP/M-01 \$40,762.00 - UGPP/M-18 \$71,844.00

**Opening Date:**

July 19, 2023

**Closing Date:** Continuous Until Filled

**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 Supplemental Nutrition Assistance Program – Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP) Coordinator, the Extension Associate II will implement SNAP-Ed to the community by assisting in planning, coordinating, monitoring, and evaluating the implementation of community-based programs; assisting in the completion of program reports; creating partnerships with community organizations; collecting and analyzing program data; developing success stories/program impacts; participating in extension based learning activities and outreach events; developing educational and social marketing materials and innovative outreach activities; and recruiting program participants and partners. The Extension Associate II will work independently after a brief training in following specific procedures to which assigned, primarily supporting SNAP-Ed and EFNEP objectives. This position requires travel and high level of communications skills (oral and written) in working with participants, community partners and members, and secondary target audiences. Duties include, but are not limited to planning, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; completing administrative task to support program activities; assisting with managing project operations and extension activities; managing data and writing program reports; and other detailed projects as assigned in accordance with program objectives and Cooperative Extension & Outreach.

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

Must have knowledge of the community and cultures of the residents of Guam; have the ability to navigate Guam villages independently or with simplified directions; have a good understanding of the components of grants and some experience with writing grants; have knowledge in nutrition and food science, public health approaches to manage and/or prevent non-communicable diseases and obesity; have organizational and management skills to implement and evaluate community-based programming; and have excellent communication skills both oral and written; have the ability to be flexible and adjust schedule to meet the community's needs; have introductory kitchen skills and knowledge of kitchen tools; and have public speaking experience to speak in front of small and large groups.

**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,

## EXTENSION ASSOCIATE II # 083-23

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 (Jul 19, 2023 09:13 GMT+10)

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

*Extension.Associate.II.07/19/23*  
*Approved by CHRO 07/19/23*