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# ANNOUNCEMENT

September 12, 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. 099-23*

**Position Title**  
**EXTENSION ASSISTANT III**

**Salary Range:**

UGPP/H-01 \$26,520.00 - UGPP/H-18 \$46,742.00 Per Annum

**Opening Date:**

September 12, 2023

**Closing Date:**

September 25, 2023

**Location:**

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

**MINIMUM QUALIFICATION:**

High School Diploma or GED, and 90 or more college credits, or five (5) 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:**

This position will be part of the CNAS Media Team of the College of Natural & Applied Sciences, supporting the Cooperative Extension & Outreach and Western Pacific Tropical Research Center missions through the production of communication, marketing, and outreach materials as well as events. The position works under the supervision of the dean of CNAS. Work is generally carried out in the office, at events, and in the field, both on and off campus.

The employee will collaborate with administrators, faculty, staff, students, colleagues, and vendors on the development, design, and production of various marketing products. This may include the layout and design of technical and annual reports, fact sheets, booklets, brochures, signage and banners, web graphics, social media graphics, and animated graphics. All graphic design products must follow the UOG Branding Guidelines. The employee will procure quotes and services from print vendors, freelance videographers, and event vendors as required.

The employee will also be expected to contribute marketing and communications ideas that advance the visibility and reputation of various programs.

The employee will be a key member of committees to plan and execute events. This may involve work on evenings and weekends. The employee will also assist in the promotion of certain events via radio or video interviews with the media.

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

Ability to communicate and collaborate effectively and professionally with students, faculty, colleagues, vendors, and community members. Ability to manage multiple projects and occasionally work under tight deadlines.

**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

## EXTENSION ASSISTANT III # 099-23

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 (Sep 12, 2023 11:58 GMT+10)

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

*Extension.Assistant.III.09/12/23*  
*Approved by CHRO 09/12/23*