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ANNOUNCEMENT

September 26, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 105-23

Position Title
EXTENSION ASSOCIATE I

Salary Range:

UGPP/J-01 \$14.94 - UGPP/J-10 \$20.51 Per Hour

Opening Date:

September 26, 2023

Closing Date:

October 9, 2023

Location:

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)

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:

Under the guidance and support from the Principal Investigator (PI), Co-Principal Investigator (Co-PI), and Extension Associate III (Project Coordinator), the Extension Associate I (Assistant Project Coordinator) will work to collaborate with stakeholders to acquire relevant data for reporting and recording purposes; support academic researchers by sharing data collected; ensure intake forms from various Government of Guam agencies are up to date; establish communication with points of contact for continuous collaboration; retrieve Government of Guam agencies intake forms. Plan and manage team goals and project schedules to be approved by PI; assist Program Coordinator to monitor expenses; prepare and manage quarterly report to be submitted to Bureau of Statistics and Plans (BSP). Schedule meetings with stakeholders and participate in workgroup meetings discussions about project updates and responsibilities to ensure prompt completion of tasks; report to project coordinator on issues or concerns from GovGuam agencies. Assists with preparing and reviewing memos, meeting minutes and emails. Manages and organizes data-related physical and digital forms and reports for record-keeping; report data findings to Project Coordinator for reporting requirements. Assists PI, Co-PI, Extension Associate III (Project Coordinator), and UOG collaborators to complete project-relevant tasks and all other administrative duties as assigned in line with project. Supports PI, Co-PI, and team members to facilitate the completion of assigned project tasks and duties; assists UOG collaborators, and various Government of Guam agencies on administrative inquiries. Perform all other duties as assigned in line with project.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of Microsoft applications or iOS equivalents; ability to prepare reports and analysis; ability to record, report, and/or summarize survey results; ability to ensure compliance with Institutional Review Board (IRB) requirements; skilled in use of computer, peripherals, and accessories to create or record data.

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.

EXTENSION ASSOCIATE I # 105-23

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 26, 2023 10:02 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.09/26/23
Approved by CHRO 09/26/23