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# ANNOUNCEMENT

September 15, 2022

**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. 117-22*

**Position Title**  
**EXTENSION ASSOCIATE III**

**Salary Range:**

UGPP/N-01 \$45,014.00 – UGPP/N-18 \$79,338.00 Per Annum

**Opening Date:**

September 16, 2022

**Closing Date:**

September 29, 2022

**Location:**

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

**MINIMUM QUALIFICATION:**

Master's degree with three (3) years relevant and related work experience; or  
Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

**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 Dean, Associate Directors, and Associate Dean (the CNAS Administrators), the Extension Associate III will co-chair the "CNAS Media Team" with the Graphic Designer. These 2 positions will collaborate and share the communication and marketing, project management of the CNAS Media Team, documentation of CNAS events, and the supervision of other full-time employees as well as part-time employees and interns to include developing long-range objectives and specifying the strategies and actions to achieve them. This position will work with all forms of outreach media (radio, television, print, social, etc.) to link CNAS products to all audiences. This position will maintain and update CNAS web presence. This position will serve (with the Graphic Designer) as a major point of contact for inquiries to CNAS and then direct those inquiries to the appropriate faculty or professional person. This position will assist with engagement with the community and stakeholders under the direction of the CNAS Administrators, to sustain an informative, collaborative, and innovative environment for support and engagement among CNAS professionals at UOG and the western region. This position will focus on interviewing people for communications and marketing, as well as writing and editing of communications related to providing educational information to the public; and in conjunction with the Graphic Designer, this position will work with web-based information, audio media, visual media, and one-to-one communications. This position will act as a liaison to the UOG Communications and Marketing efforts and personnel, specifically managing all efforts in CNAS such that they will be compliant with UOG branding standards. This position will require creative approaches to evolving outreach strategies with changing audiences, and changing learner needs. This position will have direct communication with faculty and professional staff about classes, research, programming, internships, and evolving issues that impact the college. This position will co-manage with the Graphics Designer all projects under CNAS communications and marketing, as well as other duties as assigned by the CNAS Administrators.

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

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to manage and promote the CNAS activities, programs, audiences, and projects for their stakeholders and decision-making bodies throughout Guam, the Pacific Islands, the land-grant university system, and federal agencies such as United States Department of Agriculture-National Institute of Food and Agriculture (USDA-NIFA) through personal contact, social media, federal reporting systems, and media outlets. Ability to communicate effectively both orally and in writing as appropriate for the needs of the audience with employees, customers, and clients. Ability to prepare reports.

**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.

## EXTENSION ASSOCIATE III # 117-22

### **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:**

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 15, 2022 14:38 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Extension.Associate.III.09/15/22*  
*Approved by CHRO 09/15/22*