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# ANNOUNCEMENT

July 26, 2021

**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. 101-21*

***Position Title***

**EXTENSION ASSISTANT II (PART TIME)**

**Salary Range:**

UGPP/G-01 \$11.89 – UGPP/G-03 \$12.81 per hour

**Opening Date:** July 26, 2021

**Closing Date:** Continuous until filled

**Location:** College of Natural & Applied Sciences/Cooperative Extension Service/Western Pacific Tropical Research Center

**MINIMUM QUALIFICATION:**

High School Diploma or GED, and 31-90 college credits, or 3 years relevant and related work experience.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license

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

Must have excellent communication skills both oral and written; 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 resource management skills and knowledge of basic math procedures; have the ability to be flexible and adjust schedule to meet the community's needs; have introductory kitchen skills and knowledge of kitchen tools; have the ability to speak in front of small groups; and have planning and organization skills.

**CHARACTER OF DUTIES:**

Under the supervision of the Expanded Food and Nutrition Education Program (EFNEP) Coordinator and Assistant Coordinator, the Extension Assistant II will implement EFNEP to the community by providing instruction and practical application training in resource management, nutrition, food safety, and specific procedures to which assigned; recruiting of adult and youth clients and volunteers; ensuring accuracy and quality of EFNEP delivery; completing EFNEP data collection and entry and documenting success stories/program impacts; participating in extension-based learning activities and outreach events; developing EFNEP activities and fact sheets with supervisor and peers; and compiling written activity reports of prearranged schedule. The Extension Assistant II will work independently after a brief training on grant and specific procedures to which assigned, primarily supporting the EFNEP objectives. This position requires travel and a high level of communication skill (oral and written) in working with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to recruiting, coordinating, implementing, and evaluating project activities in a timely manner; creating and executing project work plans; managing data and written reports; and other detailing projects as assigned in accordance with stated grant objectives.

**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

## EXTENSION ASSISTANT II # 101-21

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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 <http://www.uog.edu/hro> (under Links).

### **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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Jul 27, 2021 09:16 GMT+10)

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

*Extension Assistant II 07/27/21*  
*Approved by Acting CHRO 07/27/21*