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ANNOUNCEMENT

August 12, 2010

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

AMENDMENT

**The following job announcement
#117-10 EXTENSION ASSOCIATE III**

Closing date is hereby amended to read as: Continuous Until Filled

Vice: August 12, 2010

FOR MORE INFORMATION:

Please call 735-2350, fax 734-6005, or visit the University of Guam, Human Resources Office at the Administration Building for additional information regarding the qualifications and requirements for the position.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disability Act. For assistance in EEO/ADA matters and inquires concerning applications of Title IV and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine Faculo-Gogue, 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).


ELAINE FACULO-GOGUE
Chief Human Resources Officer, Acting

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER



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ANNOUNCEMENT

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

Announcement No. 117-10

Position Title
EXTENSION ASSOCIATE III

Salary Range

\$14.51 - \$21.95 Per Hour

Open Date: July 29, 2010

Closing Date: August 12, 2010

Location:

College of Natural and Applied Sciences (CNAS)/Cooperative Extension Service
100% Federally Funded

MINIMUM QUALIFICATIONS:

Required: Master's Degree in Community Development, Health, Social Sciences or related field from a U.S. accredited institution with three (3) years related experience.

Preferred Experience: Work in multi-project management, grantsmanship, report preparation and technical writing; Organizing and conducting workshops, training programs, needs assessments, and surveys, data collection and processing.

CHARACTER OF DUTIES:

This position includes highly complex work involving program design, development and evaluation of non-formal education and community activities to a diverse population. Professional employees in this class perform and participate in complex duties independently under minimal supervision on an on-going basis. The Extension Associate III will work with the public and must have the ability to effectively communicate with University-based and off campus constituencies; possess excellent written and oral communication skills; develop an understanding of the Land Grant Mission with an appreciation for economically and ethnically diverse, underserved and underprivileged constituencies. The Extension Associate III will oversee field work and provide program support to extension professionals, assist with program development, supervise production of program materials including educational videos, coordinate involvement with Non-Government Organizations (NGOs) and other government agencies involved in projects; work in support of programs including management of budgets and supervision of program staff; oversee and train paraprofessionals; act as a representative for University of Guam, Cooperative Extension Service, Communities, Youth, Families, Food and Nutrition (UOG/CES/CYFFN); assist in the developing and conducting needs assessments and program evaluation. In addition, the Extension Associate III delivers UOG/CES/CYFFN approved Plans of Work (POW) for program outcomes and results; maintains UOG/CES/CYFFN clientele, works with other extension associates to carry out program needs; and with stakeholders such as: Village Mayors, community groups, and volunteers to carry out program goals and objectives.


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Chief Human Resources Officer, Acting

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EXTENSION ASSOCIATE III #117-10

Education:

Applicants claiming degrees or credit hours are required to provide a copy of their transcripts, high school diploma, or GED certification.

Veterans/ Disability Preference:

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

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. 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. Applications may be obtained from this office, or the HR website: <http://www.uoghro.com>. 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 735-2350/1/2 or 735-2355.

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 American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine Faculo-Gogue, located at the EEO/ADA and Title IX 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).