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# ANNOUNCEMENT

March 2, 2017

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

**Announcement No. 045-17**

**Position Title**  
**EXTENSION ASSISTANT II**

**Hourly Range:**  
\$8.36 - \$11.46 Per Hour

**Opening Date:** March 2, 2017  
**Closing Date:** Continuous Until Filled

**Location:**  
College of Natural & Applied Sciences/Cooperative Extension & Services

**MINIMUM QUALIFICATION:**

- High School Diploma or GED and five (5) years of work experience; or
- a college student with 31-90 credit hours.

**PREFERRED QUALIFICATIONS:**

College student pursuing a degree in agriculture, consumer and family sciences or biology.

**NECESSARY SPECIAL QUALIFICATION:**

Must have a valid driver's license.

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

Must have experience working in nursery, gardening, caring for livestock, and working with the community groups. Ability to work with administrative paperwork practices and procedures. Must be able to commit to a minimum of 32 hours per week and the ability to work effectively with the public and other employees.

**CHARACTER OF DUTIES:**

Under the supervision of the Extension Specialist, the Extension Assistant II will work with a team of Extension Professionals to include, but not limited to, supporting the day-to-day operations of the Western Sustainable Agricultural Research & Education and other related extension programs and administrative processes; do on and off campus errands and be available for workshops on week nights and weekends; support activities may include, but not limited to caring for plants in nursery and garden beds, agricultural work including shoveling animal and fish manure, workshop and meeting preparation; food and beverage preparation, set up and clean up for night and weekend workshops, and hauling soil, mulch, manure, blocks, etc.

**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 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.

## EXTENSION ASSISTANT II # 045-17

### **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, Mr. Joseph Blas Gumataotao, 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).



LARRY G. GAMBOA, SPHR, SHRM-SCP  
Chief Human Resources Officer

*Extension Assistant II 03/02/17  
Approved by CHRO 03/02/17*