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# ANNOUNCEMENT

August 22, 2018

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

Announcement No. 083-18

Position Title

**EXTENSION ASSISTANT III**

Salary Range:

UGPP/H-01 \$26,520.00 – UGPP/H-07 \$33,150.00 Per Annum

Opening Date: August 22, 2018

Closing Date: September 05, 2018

Location:

College of Natural & Applied Sciences/Cooperative Extension Service

**MINIMUM QUALIFICATION:**

High School Diploma or GED, and 90 or more college credits, or five (5) years of relevant and related work experience.

**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.

**NECESSARY QUALIFICATION:**

Must have a valid driver's license.

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

Knowledge in procurement procedures; ability to manage card and financial documentation; ability to arrange travel for faculty, staff and visitors; and ability to manage faculty and administrator calendars and meetings.

**CHARACTER OF DUTIES:**

The Extension Assistant III will be under the supervision of the Associate Director, CES. The Extension Assistant III will maintain productivity by prioritizing and effectively obtaining the knowledge of undergraduate and graduate programs, services, functions, and procedures of CNAS within the Agriculture and Life Sciences (ALS). The Extension Assistant III will provide general administrative support to Agriculture and Life Sciences (ALS), Environmental (EV), and Biology (BI) full-time and part-time faculty including ordering office supplies and equipment, ordering desk copies, coordinating printing jobs for course handouts, syllabi, and exams, giving out assignments, administering exams, and canceling classes for absent faculty. The Extension Assistant III will maintain a close working relationship with the division chair and Associate Dean of Instruction in the production of semester schedule by inputting room assignments, schedule amendments, and faculty FTE. The Extension Assistant III will assist the Associate Dean and Director in drafting protection of minors' forms, policies or procedure documents for CNAS full-time and part-time faculty to explain the campus' hiring and academic policy and procedure framework. Extension Assistant III will coordinate and plan with the Extension Communication Chief, the CNAS Pinning Ceremony, assist with C-E&O workshops, academic assessment forums, to include coordinating with CNAS staff and local vendors; correspond with CNAS Creative Team on designing brochures, preparing materials, arranging for technical support, coordinating printing jobs, taking payments, performing cashiering duties, and other duties as needed. The Extension Assistant III will provide a full range of student services support by responding to inquiries and requests for information and directing them to the appropriate advisors; convey emergency phone messages; help locate or retrieve lost articles in person, online or by telephone. The Extension Assistant III will establish and maintain an effective customer service orientation towards all individuals including students and faculty contacted during the course of job performance. This includes maintaining and protecting confidentiality of information following the "Family Education Right and Privacy Act" (FERPA) rules. The Extension Assistant III will prepare and submit financial forms including purchase orders, direct payments, invoices, and petty and cash reimbursement requests for Agriculture and Life Sciences (ALS) faculty, Associate Dean of Instruction, and CNAS staff for the CNAS Dean's approval and processing; and that the transactions comply with the University of Guam's financial policies and procedures. The Extension Assistant III will contact local and off island vendors for quotations to purchase goods and/or services. The Extension Assistant III will generate bids, purchase order requests, and invoices as needed to reconcile budgets; prepare back up documentation and required paperwork to process budget requests. The Extension Assistant III will monitor financial records under Agriculture and Life Sciences (ALS's) course fees. The Extension Assistant III will consult with the CNAS Accountants at the CNAS Dean's Office to ensure fund availability.

## **EXTENSION ASSISTANT III # 083-18**

The Extension Assistant III will take payments and perform other cashiering duties at college events (e.g. Guam Genesis C-E&O workshop, Thanksgiving luncheon). The Extension Assistant III will perform general office duties such as reception, typing, word processing, scanning, filing, duplicating, and distribution of materials and/or mail. The Extension Assistant III will identify request for maintenance on buildings and facilities and computer equipment; and prepare work order requests on the Help Desk website.

### **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.

### **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:**

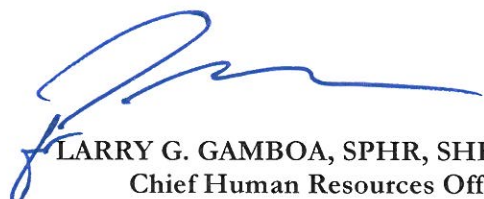
All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **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 III 08/22/18  
Approved by CHRO 08/22/18*