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ANNOUNCEMENT

October 6, 2026

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):

<i>Announcement No. 001-27</i>		
<i>Position Title</i> EXTENSION ASSISTANT III		
<i>Hourly Range:</i> UGPP/H-01 \$15.56 - UGPP/H-18 \$27.42 Per Hour	<i>Opening Date:</i> <i>Closing Date:</i>	October 6, 2026 October 20, 2026
<i>Location:</i> College of Natural & Applied Sciences (CNAS)/Cooperative Extension Services (CES)		

MINIMUM QUALIFICATION:
High School Diploma or GED, and 90 or more college credits or 5 years relevant and related work experience.

NECESSARY SPECIAL QUALIFICATION:
Must have a valid driver's license.
Ability to work evenings and weekends as required.

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:
The Project Coordinator provides part-time administrative and logistical support to the Project Director for the Pacific Agribusiness and Food Systems Academy, a regional distance-education grant among the University of Guam, Northern Marianas College, and College of Micronesia–Federated States of Micronesia. Core duties include:

- Coordinating day-to-day project activities and facilitating communication among the Project Director, Co-Project Directors, and partner-institution faculty and staff.
- Supporting the Regional Curriculum Working Group by scheduling meetings, tracking module development progress, and maintaining documentation for the six online curriculum modules.
- Organizing faculty professional development institutes and workshops, including logistics, materials, and participant tracking.
- Coordinating logistics for the Regional Agribusiness Leadership Program, including summer training camps, internships, industry mentorship activities, and the Student Leadership Academy.
- Supporting student recruitment and retention activities, such as regional outreach events, the student ambassador program, and peer mentoring coordination.
- Tracking performance metrics and collecting data to support formative and summative evaluation activities.
- Preparing progress reports, meeting summaries, and other documentation needed for reporting and compliance.
- Assisting with dissemination activities, including preparing materials for conferences, workshops, and institutional communications.
- Maintaining project records and providing general administrative support to ensure timely completion of project milestones.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

- Knowledge of general project administration and event/meeting coordination practices.
- Working knowledge of higher education program structures and federal grant-funded project operations.
- Familiarity with food and agricultural sciences, agribusiness, or workforce development program content (preferred, not required at the depth expected of the Project Director).
- Basic knowledge of data collection and record-keeping practices supporting program evaluation and federal reporting.
- Skill in scheduling, logistics coordination, and organizing multi-party meetings and events across institutions.
- Skill in written communication, including drafting progress reports, meeting summaries, and correspondence with partner institutions.

EXTENSION ASSISTANT III # 001-27

- Skill in maintaining accurate records and tracking performance data against project milestones.
- Skill in using standard office, communication, and virtual meeting software (e.g., video conferencing platforms, document/records management tools).
- Skill in supporting multiple concurrent activities and priorities in a part-time capacity.
- Ability to work collaboratively with faculty, administrators, students, and external partners across education institutions.
- Ability to organize and prioritize tasks independently with general direction from the Project Director.
- Ability to communicate clearly and professionally with diverse stakeholders, including industry and government partners.

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:

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).

Lorenzo Eduvala

LORENZO G. EDUVALA
Acting Chief Human Resources Officer

Extension.Assistant.III.10/06/26
Approved by CHRO 10/06/26