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ANNOUNCEMENT

October 25, 2021

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

<i>Announcement No. 002-22</i>	
<u>Position Title</u>	
EXTENSION ASSOCIATE I - EXTENSION ASSOCIATE II	
<u>Salary Range:</u>	<u>Opening Date:</u> November 1, 2021
For Extension Associate I	<u>Closing Date:</u> Continuous until filled
UGPP/J-01 \$31,076.00 – UGPP/J-18 \$54,771.00 per annum	
For Extension Associate II	
UGPP/M-01 \$40,762.00 – UGPP/M-18 \$71,844.00 per annum	
<u>Location:</u>	
College of Natural & Applied Sciences/Cooperative Extension Service	

MINIMUM QUALIFICATION:

For Extension Associate I:

Bachelor's Degree OR Associate's Degree with 3 years relevant and related work experience

For Extension Associate II:

Bachelor's Degree with 5 years relevant and related work experience OR Master's Degree with no related work experience

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license

CHARACTER OF DUTIES:

Primary job functions:

Responsible for day-to-day operation of a plant disease diagnostic lab. Activities would include diagnosing plant diseases, identifying plant pathogens, and research into these diseases and pathogens. Evaluates plant samples using visual observation, microscopy, and potentially culture isolation. Writes diagnostic reports based on their findings and maintains a digital library of diseases. Plant samples can be brought in by the public, but if needed, the candidate must be able to visit farm locations across Guam. The preferred candidate would have some training in plant disease diagnostics.

Secondary job functions:

Candidate will be expected to carry out additional professional level activities under little to no supervision, including analytical work, project design, data collection (some field work required), and data analysis. The preferred candidate would have experience in writing reports, conducting field surveys, processing plant disease samples for off island identification, and would be proficient in MS office applications.

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.

EXTENSION ASSOCIATE I – EXTENSION ASSOCIATE II # 002-22

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 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 (Oct 26, 2021 09:26 GMT+10)
JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

*Extension Associate I – Extension Associate II 11/01/21
Approved by Acting CHRO 10/26/21*