The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

A N N O U N C E M E N T

October 08, 2026

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):

***Announcement No.* 003-27**

Position Title
EXTENSION ASSOCIATE II

Salary Range:
UGPP/M-01 $49,731.00 – UGPP/M-10 $68,269.00 Per Annum

Opening Date: October 08, 2026
Closing Date: October 21, 2026

Location:
University Libraries/RFT - Micronesia Are Research Center Publications (MARC)/UOG Press

MINIMUM QUALIFICATIONS:

- Graduation from a recognized and accredited college or university with a bachelor's degree ***with*** at least five (5) years of experience in community organizing, including planning, developing, coordinating, and implementing successful programs or projects.
- At least two (2) years of experience in a supervisory role; *and*
- At least two (2) years of experience in managing a publication project; *and*

PREFERRED QUALIFICATION:

- Experience supervising and coordinating an online or print publishing cycle.
- Experience content and copy editing.
- Experience proofreading publications for adherence to various editorial style guides and regional orthographies.
- Experience procuring and assigning authors, editors, designers, photographers, and illustrators to publications.
- Demonstrated ability to work well with an array of publishing professionals (editors, writers, illustrators, designers, etc.) and to provide them with constructive and clear feedback to improve the product.

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.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of the principles and practices of modern public administration. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement, and coordinate federally or locally funded projects and programs. Superb organizational, analytical, and oral and written communications skills. Ability to make work decisions in accordance with appropriate program and project guidelines. Ability to work effectively with colleagues and the public. Ability to maintain records and prepare reports. Ability to implement and adhere to strict project deadlines.

CHARACTER OF DUTIES:

Organize and manage the development of localized social studies textbooks and curriculum resources, from content creation to publication, and ensure that each publication and resource meets expected standards for quality, accuracy, and effectiveness. Develop project timelines, set deadlines, and create production schedules to ensure the textbook series and resources are completed in a timely, efficient, and professional manner. Work closely with project personnel and contributing authors, supplemental writers, teachers, and subject matter experts to gather, review, and coordinate content for the textbook. Manage multiple contributors and ensure the content they create aligns with the intended scope and objectives of the project. Work with authors to develop and shape textbook content and provide feedback, suggestions, and guidance to improve the overall quality and pedagogical effectiveness of the content. Facilitate Professional Development sessions for a cadre

of grade-level advising teachers and maintain regular communication with the cadre to collect piloting data and receive their feedback on the content at every stage of development. Review and edit content for clarity, consistency, grammar, and style in alignment with the appropriate editorial and style guidelines. Work with the Editorial Team to ensure all information and imagery presented in the textbooks and curriculum resources are accurate, effective, and exemplary. Collaborate with the design team and artists to coordinate the visual elements of the textbooks and resources, including layout, illustration, photography and other images, and charts and other figures and ensure the visual design complements the content and enhances the learning experience. Secure necessary permissions and copyrights for any third-party materials, such as images, illustrations, and excerpts from other texts included in the textbooks and resources. Work with photographers to plan, coordinate, and conduct photoshoots, obtain permissions for locations and subject participation, obtain and file photo release forms, and ensure proper credits are included in the textbooks and resources. Assist in creating promotional materials for the project and ensure that the textbooks and resources reach their target audience. Manage the project's budgets, inclusive of developing budgets for each project phase; tracking expenses; managing contracts with vendors; and ensuring that the project stays within budgetary constraints.

EDUCATION:
Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at https://uog.peopleadmin.com. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

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 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 applications 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 (Oct 7, 2026 17:18:41 GMT+10)

LORENZO GEORGE M. EDUVALA
Acting Chief Human Resources Officer

Extension Associate II 10/08/26
Approved by Acting CHRO 10/08/26