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# ANNOUNCEMENT

October 19, 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. 007-27

*Position Title*  
**EXTENSION ASSOCIATE I**

***Salary Range:***  
UGPP/J-01 \$37,913.00 - UGPP/J-18 \$66,821.00 Per Annum

***Opening Date:*** October 19, 2026  
***Closing Date:*** November 2, 2026

***Location:***  
College of Natural & Applied Sciences (CNAS)/ Cooperative Extension Services (CES)

**MINIMUM QUALIFICATION:**  
Bachelor’s Degree or Associate’s Degree with three years relevant and related work experience.

- PREFERRED QUALIFICATIONS:**
- Solid knowledge in agriculture, business, and education is preferred
  - Manage and develop team members to ensure professional growth
  - Experience working in an international environment

**NECESSARY SPECIAL QUALIFICATION:**  
Must have a valid driver’s license.

- 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:**  
Under the supervision of the Agricultural Economist and Extension Agent, the Extension Associate I will help plan, coordinate, implement, and evaluate outreach and educational activities under the E&O mini-grant, E&O Triton Farm, and related extension projects, while supporting initiatives related to agricultural marketing, sustainable agriculture, agribusiness development, farmer wellness, community resiliency, and food security throughout Guam and Micronesia. Responsibilities include organizing workshops, conferences, training sessions, farm visits, field demonstrations, and stakeholder meetings involving farmers, producers, students, and community members. The position will also serve as a liaison among farmers, government agencies, nonprofit organizations, businesses, educational institutions, and regional partners to strengthen collaboration and community engagement. The Extension Associate I will help develop educational materials, outreach publications, workshop flyers, presentations, reports, social media content, and other promotional resources to support Extension and Outreach efforts. Additionally, the incumbent will collect, organize, manage, and analyze qualitative and quantitative data related to project participation, program evaluations, outreach impacts, and stakeholder engagement. Administrative responsibilities include preparing reports, reimbursement requests, budgets, travel documents, procurement requests, and other grant-related documentation in a timely and accurate manner. The position will also coordinate student engagement activities, workforce development initiatives, internships, and experiential learning opportunities related to agriculture and community development. The successful candidate will utilize digital tools, online platforms, and social media to enhance outreach, communication, marketing, and stakeholder engagement efforts, while working effectively with individuals from diverse cultural, educational, and professional backgrounds. The Extension Associate I will perform other related duties as assigned in support of Agriculture and Natural Resources (ANR) project goals and the Land Grant mission.

- KNOWLEDGE, ABILITIES AND/OR SKILLS:**
- Ability to manage multiple tasks under tight deadlines
  - Ability to work on outdoor projects (E&O mini-grant, E&O Triton Farm)
  - Ability to work with an interdisciplinary team
  - Ability to develop and maintain partnerships with various public and private stakeholders involved in agricultural and food systems
  - Ability to assist with survey/questionnaire design and online delivery

## EXTENSION ASSOCIATE I # 007-27

- Ability to record, report, and/or summarize survey results and participant demographics
- Ability to assist with IRB applications through preparation or proofreading of documents
- Skill in use of computer peripherals/accessories to create or record educational materials
- Strong verbal and written communication skills
- Familiarity with global environmental sustainability and the United Nations' Sustainable Development Goals (SDGs)
- Demonstrated ability to maintain effective relationships with people from a diverse range of backgrounds
- Excellent interpersonal and communication skills, particularly active listening, with the ability to demonstrate Compassion for people dealing with challenging situations and to problem-solve with them.
- Knowledge of Microsoft applications or iOS equivalents

### **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 <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).

  
Joseph Gumataotao (Oct 19, 2026 14:20:25 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Extension.Associate.I.10/19/26*  
*Approved by CHRO 10/19/26*