*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 27, 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.* 012-27**

***Position Title***
**EXTENSION ASSOCIATE I**

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

***Opening Date:*** October 27, 2026
***Closing Date:*** November 10, 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 in agricultural research, Extension education, or community-based projects.
- Familiarity with cost-of-production analysis, enterprise budgeting, financial management, or economic evaluation.
- Experience working collaboratively with farmers, government agencies, educational institutions, and interdisciplinary project teams.

**NECESSARY SPECIAL QUALIFICATION:**
Must have a valid Guam 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 assist in planning, coordinating, implementing, and evaluating research and Extension activities under the USDA Natural Resources Conservation Service (NRCS) Cost of Production Project. The position will support the collection and analysis of agricultural production data, development of crop enterprise budgets, evaluation of farm production costs, and dissemination of research-based information to improve farm management, economic decision-making, and agricultural sustainability in Guam. The Extension Associate I will conduct farmer interviews, surveys, farm visits, and field observations to collect information on agricultural inputs, labor requirements, equipment use, production practices, yields, operating expenses, and marketing costs. The incumbent will assist in collecting, organizing, verifying, and analyzing quantitative and qualitative data to develop cost-of-production estimates and enterprise budgets for selected agricultural commodities. Responsibilities will also include supporting economic analyses, including profitability assessments, cost-benefit analysis, and evaluation of alternative production practices and conservation management strategies. The University of Guam is a U.S. Land Grant and Sea Grant institution accredited by the WASC Senior College & University Commission. UOG is an equal opportunity provider and employer committed to island wisdom values of inadahi yan inagofli'e: respect, compassion, and community. The position will coordinate with local farmers, NRCS personnel, Cooperative Extension professionals, government agencies, and other project stakeholders to facilitate data collection, technical consultations, and project implementation. The Extension Associate I will assist in organizing farmer workshops, training sessions, field visits, and outreach activities to share project findings and promote the use of enterprise budgets and economic decision-making tools. The incumbent will also help develop educational materials, crop budget worksheets, fact sheets, presentations, technical reports, and other Extension resources related to agricultural production costs, farm financial management, and sustainable agricultural practices. Additional responsibilities include maintaining accurate project databases, documenting field activities, monitoring project deliverables, and assisting in the preparation of progress reports, research summaries, publications, and presentations. The position will also provide project-related administrative support, including preparing budgets, procurement requests, reimbursement documents, and other grant-related materials necessary for the timely implementation

of approved project activities. The successful candidate will work collaboratively with an interdisciplinary project team and agricultural stakeholders, demonstrate strong organizational and communication skills, and utilize appropriate digital tools and data management systems to support project implementation and reporting. The Extension Associate I will perform other related duties as assigned by the Principal Investigator that directly support the approved NRCS project scope, objectives, and deliverables.

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

- Ability to plan, coordinate, and manage multiple project activities while meeting established deadlines and deliverables.
- Knowledge of agricultural production practices, farm inputs, labor requirements, operating expenses, and agricultural marketing systems.
- Ability to assist in developing crop enterprise budgets, estimating production costs, and evaluating farm profitability.
- Ability to collect, organize, verify, and analyze agricultural production, financial, and farm management data.
- Ability to conduct farmer interviews, field surveys, farm visits, and stakeholder consultations to gather relevant project information.
- Ability to assist with survey and questionnaire design, implementation, data entry, and analysis.
- Knowledge of basic economic analysis, including cost-benefit analysis, profitability assessment, and comparison of alternative agricultural production practices.
- Ability to use Microsoft Office applications, particularly Excel, Word, and PowerPoint, or equivalent software for data analysis, reporting, and presentations.
- Familiarity with statistical software, data management tools, and online survey platforms is preferred.
- Ability to assist with Institutional Review Board (IRB) applications, research documentation, and compliance requirements when applicable.
- Ability to work independently and collaboratively with an interdisciplinary team of researchers, Extension professionals, farmers, and government partners.
- Ability to develop and maintain effective working relationships with agricultural producers, NRCS personnel, government agencies, and other public and private stakeholders.
- Ability to participate in outdoor field activities, including farm visits, agricultural data collection, and field observations.
- Ability to prepare educational materials, technical reports, fact sheets, presentations, and other Extension publications related to agricultural production costs and farm management.
- Strong organizational, analytical, problem-solving, and time-management skills.
- Excellent written and verbal communication skills, including the ability to communicate technical and economic information to farmers and diverse audiences.
- Demonstrated ability to work effectively with individuals from diverse cultural, educational, and professional backgrounds.
- Familiarity with sustainable agriculture, natural resource conservation, and the economic implications of agricultural conservation practices.

**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.

# EXTENSION ASSOCIATE I # 012-27

**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 27, 2026 11:08:40 GMT+10)

**JOSEPH B. GUMATAOTAO**
**Chief Human Resources Officer**

*Extension.Associate.I.10/27/26*
*Approved by CHRO 10/27/26*