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ANNOUNCEMENT

April 17, 2020

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. 057-20

Position Title
EXTENSION ASSOCIATE I

Salary Range:
J-01 \$31,076.00 – J-07 \$38,845.00 Per Annum

Opening Date: April 17, 2020
Closing Date: May 01, 2020

Location:
Academic & Student Affairs/School of Health/Guam Micronesia Area Health Education Center

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Education; or
- Associate’s degree with three (3) years of relevant work experience.

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid driver’s license.
- Must be willing to work evenings or weekends as needed.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill in Microsoft applications. Must have knowledge of recruiting and coordinating students for studies. Ability to coordinate with other government agencies and private sectors to assist in Guam Micronesia Area Health Education Center (AHEC) activities. Ability to gather data and write reports. Ability to meet timelines.

CHARACTER OF DUTIES:

The Extension Associate I will develop, implement and coordinate all aspects of the Guam Micronesia (AHEC) program to include: collaborating with the Program office on the AHEC Scholars Program development and execution. The Extension Associate I will assist with Guam Micronesia AHEC Advisory Board development, building community partnerships, organizing inter-professional community based student training/education activities, collaborating with other Guam/Micronesia AHEC centers to organize and deliver Guam Micronesia AHEC Scholars (didactic and clinical) curriculum, organizing recruitment and outreach activities. The Extension Associate I will maintain contact with Guam Micronesia AHEC Scholars, maintain student data tracking system, collect evaluation data, organize continuing education presentations, and prepare data and progress reports. The Extension Associate I will assist with other Guam Micronesia AHEC activities as needed.

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.

EXTENSION ASSOCIATE I # 057-20

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:

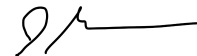
All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <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 B. GUMATAOTAO
Acting Chief Human Resources Officer