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ANNOUNCEMENT

June 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. 066-26

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$49,731.00 – UGPP/M-18 \$87,650.00 Per Annum

Opening Date: June 08, 2026

Closing Date: June 19, 2026

Location:

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

MINIMUM QUALIFICATION:

- Bachelor of Arts or Science degree in Marketing, Communications, Advertising, Journalism, English, Creative Writing, or other relevant field of study from a U.S. regionally accredited institution or foreign equivalent; **and**
- At least five (5) of experience in media relations, marketing, and project coordination. Demonstrated experience in planning, coordinating, and promoting events, including but not limited to book launches, sales events, author readings, craft workshops, and community outreach or service activities. Demonstrated experience establishing, developing, and maintaining effective working relationships with media representatives, local businesses, government agencies, and community organizations; **and**
- Strong written and verbal communication skills, with the ability to effectively communicate with diverse audiences; **and**
- Proficiency in the use of Microsoft Office Suite applications, including Word, Excel, and PowerPoint, and Adobe Creative Suite applications, including InDesign, Illustrator, and Photoshop.

PREFERRED QUALIFICATIONS:

- Master of Arts or Science degree in Marketing, Communications, Advertising, Journalism, English, Creative Writing, or other relevant field of study from a U.S. regionally accredited institution or foreign equivalent
- Demonstrated experience managing a budget and adhering to a project timeline with clear goals.
- Demonstrated experience identifying, developing, and maintaining strategic partnerships and collaborative opportunities with local, regional, national, and international organizations.
- Demonstrated experience developing, implementing, and evaluating successful marketing and promotional campaigns utilizing traditional media, digital platforms, and social media channels.
- Demonstrated experience administering and maintaining e-commerce platforms, including website configuration, content management, backend functionality, sales reporting, and data analysis.
- Demonstrated experience researching, developing, and writing successful grant proposals, as well as administering and managing grant-funded projects from award through completion.

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 in the principles and practices of marketing, publicity, communications, and public relations. Knowledge in media relations, including print, broadcast, and digital media platforms. Knowledge in brand development, audience engagement, and campaign strategy. Knowledge in event planning and promotional outreach activities. Knowledge in digital marketing tools, social media platforms, and content management systems. Knowledge in marketing analytics, reporting, and performance measurement. Knowledge in publishing processes and promotional strategies for print and digital publications. Skills in developing and implementing integrated marketing and publicity campaigns. Skills in writing, editing, and preparing press releases, promotional materials, and communications content. Skills in building and maintaining effective relationships with media representatives, authors, vendors, and community partners. Skills in organizing and coordinating promotional events, book launches, and community engagement activities. Skills in utilizing design and marketing software, including Microsoft Office Suite and Adobe Creative Suite applications. Skills in managing multiple projects simultaneously and meeting deadlines in a fast-paced environment. Ability to communicate effectively, both orally and in writing, with diverse audiences. Ability to work independently and collaboratively as part of a team. Ability to analyze

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marketing data and adjust strategies to improve outreach and engagement. Ability to exercise creativity and sound judgment in developing promotional strategies. Ability to represent the organization professionally in public and media-facing settings. Ability to manage competing priorities while maintaining attention to detail and accuracy.

CHARACTER OF DUTIES:

The Extension Associate II (Publicity and Marketing Specialist) works under the supervision of the Director of Publishing and is responsible for leading the marketing and promotion of the publishing house's publications, projects, and community engagement activities. This position offers a unique opportunity to work collaboratively with scholars, authors, and creatives to increase awareness of the narratives, research, values, histories, and perspectives of the peoples of Micronesia. The Extension Associate II will contribute to cultivating a dynamic and expanding collection of Micronesian publications and supporting efforts to make these works widely accessible throughout the region and beyond; will play an integral role in the success of the Press and its publications; will serve as the primary point of contact for media representatives, booksellers, authors, artists, book reviewers, community partners, and other stakeholders in promoting the Press, its publications, and related projects. The Extension Associate II will also employ creative marketing and publicity strategies responsive to our distinct community and region and will help to identify grants and other funding sources to support marketing, publicity and community outreach efforts that expand awareness of the Press and its work, and perform other duties as assigned.

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.

Due to budgetary constraints, UOG is not able to pay the additional application cost of \$100,000 as required by the U.S. Presidential Proclamation for any applicants that will require an H1B Visa to legally work at UOG.

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).


Joseph Gumataotao (Jun 8, 2026 12:04:53 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension Associate II 06/08/26
Approved by CHRO 06/08/26