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ANNOUNCEMENT

August 24, 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):

<i>Announcement No. 073-26</i>		
<i>Position Title</i> EXTENSION ASSOCIATE I		
<i>Salary Range:</i> UGPP/J-01 \$37,913.00 - UGPP/J-18 \$66,821.00	<i>Opening Date:</i> <i>Closing Date:</i>	August 24, 2026 September 8, 2026
<i>Location:</i> College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)		

MINIMUM QUALIFICATION:
Bachelor's Degree or Associate's Degree with 3 years relevant and related work experience.

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 Extension Agent II and III in the ANR Program, the Extension Associate I must understand extension programming and stakeholder engagement particularly in the area of horticulture. Assist in pertinent Extension projects and programs directly related to serving the public regarding horticultural topics including crop production, native landscapes, aquaculture, agroforestry, conventional and traditional farming, and overall plant care. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and online collaboration tools. Familiarity with basic farm equipment and tools. Assist in the establishment and maintenance of extension demonstration plots and plant nurseries. Collect, record, and organize agricultural research data under supervision. Prepare soil, plant materials, fertilizers, pesticides, and irrigation systems for demonstrations and outreach activities. Assist with extension and outreach programs, including workshops, field days, and community education events. Able to do physical labor, field work, and laboratory work directly related to agriculture and natural resources (agroforestry, aquaculture, animal science, agronomy, insect and disease management, sustainable agriculture, permaculture). Willing to guide, lead and assist Extension Assistants in tasks where assistance and/or leadership is needed.

KNOWLEDGE, ABILITIES AND/OR SKILLS:
Applicant must have excellent communication skills both oral and written; have the ability to collaborate with other Extension programs, including faculty and staff; have the ability to be adaptable to Extension Program duties; Ability to prepare reports, extension factsheets, presentations, and other related extension publications. Ability to manage multiple tasks, meet deadlines, and work independently and/or in groups with minimal supervision. Ability to communicate effectively with farmers, ranchers, foresters, landscapers, students, government agencies, and community partners. Ability to provide technical assistance to client's with horticultural inquiries with help from experienced Extension Agents as needed. Ability to work flexible hours as needed to include some weekends for scheduled workshops

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

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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).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.08/24/26
Approved by CHRO 08/24/26