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ANNOUNCEMENT

August 31, 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. 076-26</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 31, 2026 September 14, 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.

PREFERRED QUALIFICATIONS:

Demonstrated experience in:

- Youth development principles and Extension programming
- Bingocize workshop training, facilitation, and certification
- Preparation and facilitation of community-based workshops and activities
- Strong organizational and project management skills, including ability to manage multiple programs simultaneously
- Ability to work independently and collaboratively with diverse stakeholders
- Excellent written and oral communication skills
- Proficiency in Microsoft Office and data management systems
- Ability to collect, analyze, and report program data

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

Ability to work evenings and weekends as required for youth programs and other Extension events.

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:

This position serves as a 4-H Program Coordinator under Cooperative Extension & Outreach and is responsible for the planning, coordination, implementation, and evaluation of youth development programs and grant-funded initiatives. The Extension Associate I works collaboratively with faculty, staff, community partners, and stakeholders to deliver research-based educational programming aligned with 4-H and Land Grant Extension priorities.

The role includes administrative, programmatic, and outreach responsibilities, including grant coordination, youth program delivery, and community engagement.

Program & Project Coordination

- Plan, coordinate, and implement 4-H youth development programs, camps, workshops, and special initiatives
- Assist in developing and executing program curricula aligned with positive youth development frameworks
- Coordinate logistics for events, including scheduling, facilities, materials, and participant recruitment
- Monitor program progress and ensure alignment with grant objectives and deliverables

Grant & Administrative Management

- Provide administrative support for grant-funded projects, including tracking deliverables, timelines, and budgets
- Assist with preparation and submission of reports to funding agencies and stakeholders
- Maintain program records, data collection systems, and evaluation metrics for reporting and compliance
- Coordinate with Principal Investigators (PIs) and Extension faculty to meet project goals

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Youth Development & Outreach

- Facilitate youth engagement activities that build life skills, leadership, and workforce readiness
- Recruit, train, and supervise volunteers, student assistants, and program aides
- Develop partnerships with schools, community organizations, and agencies to expand program reach
- Represent 4-H at community events, outreach activities, and stakeholder meetings

Evaluation & Reporting

- Collect and analyze program data to measure outcomes and impacts
- Prepare evaluation summaries, reports, and success stories for internal and external stakeholders
- Support federal and local reporting requirements for Extension programs

Communication & Coordination

- Communicate effectively with youth, parents, partners, and Extension personnel
- Assist in development of outreach materials, promotional content, and program publications
- Coordinate meetings, trainings, and stakeholder engagements

Other Duties

- Assist with development of standard operating procedures (SOPs) and program improvements
- Perform related duties as assigned to support Extension and 4-H program operations

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must have

- Knowledge of youth development principles and Extension programming
- Strong organizational and project management skills, including ability to manage multiple programs simultaneously
- Ability to work independently and collaboratively with diverse stakeholders
- Excellent written and oral communication skills
- Proficiency in Microsoft Office and data management systems
- Ability to collect, analyze, and report program data

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

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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 (Aug 31, 2026 11:32:04 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.I.08/31/26
Approved by CHRO 08/31/26