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ANNOUNCEMENT

September 1, 2026

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

<i>Announcement No. 077-26</i>		
<i>Position Title</i> EXTENSION ASSISTANT III		
<i>Hourly Range:</i> UGPP/H-01 \$15.56 - UGPP/H-18 \$27.42	<i>Opening Date:</i>	September 1, 2026
	<i>Closing Date:</i>	September 15, 2026
<i>Location:</i> College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)		

MINIMUM QUALIFICATION:

High School Diploma or GED, and 90 or more college credits, or 5 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 Land Grant Extension faculty, the Extension Assistant III will implement and evaluate the extension program; develop educational material to promote and reinforce Extension and grant objectives; draft program reports and research summaries; collect, manage, and analyze data; document success stories/program impacts; participate in, evaluate, and improve extension-based learning activities and outreach events; and create and foster relationships with community partners that will support the Extension mission. The Extension Assistant will work independently after training in following specific procedures to which assigned, such as running workshops with or without supervision. This position requires a high level of communication skills (oral and written) in working with participants, community partners and stakeholders, and secondary target audiences. Duties include, but are not limited to, creating and maintaining partnerships; coordinating, implementing, and reporting project activities in a timely manner; executing project work plans; assisting in managing project operations and extension activities; procurement purchasing and inventory; assisting with team member supervision; managing data and writing reports; and other detailed projects as assigned in accordance with stated grant objectives

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Must have excellent communication skills both oral and written; demonstrate the ability to work independently within the scope of project and/or supervisor directives; work well with children and families; have a good understanding of the components of grants and some experience with report writing; have knowledge in food safety, nutrition concepts to optimize sport performance and health; have organizational and management skills to manage multiple tasks; be flexible and adjust schedule to meet the community’s needs; have experience in and comfortable with public speaking. Must pay attention to detail and have problem-solving skills. Must be proficient in Microsoft Office suite. Must be willing to work hours other than 8 a.m. to 5 p.m., including some weekends and nights.

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

EXTENSION ASSISTANT III # 077-26

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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

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 (Sep 1, 2026 14:31:01 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.III.09/01/26
Approved by CHRO 09/01/26