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ANNOUNCEMENT

July 9, 2025

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):

Announcement No. 081-25

Position Title
EXTENSION ASSISTANT III

Hourly Range:
UGPP/H-01 \$15.56 -UGPP/H-18 \$27.42 Per Hour

Opening Date: July 9, 2025
Closing Date: July 23, 2025

Location:
College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)

MINIMUM QUALIFICATION:
High School Diploma or GED, and 31-90 college credits or 3 years of 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 Farmer Focus Extension Specialist, the Extension Assistant III will support the ongoing implementation of the UOG Farmer Focus Program, including research, outreach, and educational initiatives designed to improve farmer well-being, promote behavioral health awareness, and build resilience across farming communities in Micronesia. The Extension Assistant III will perform and assist in the continued administration, collection, and analysis of the farmer stress baseline and follow-up surveys under the Western Region Agricultural Stress Assistance Program (WRASAP). The Extension Assistant III will help coordinate wellness outreach workshops, behavioral health trainings (such as Mental Health First Aid), and community-based events aimed at engaging diverse stakeholder groups, including farmers, youth, and underserved communities. The Extension Assistant III will support the ongoing implementation of the UOG Farmer Focus Program, including research, outreach, and educational initiatives designed to improve farmer well-being, promote behavioral health awareness, and build resilience across farming communities in Micronesia. The Extension Assistant III will perform and assist in the continued administration, collection, and analysis of the farmer stress baseline and follow-up surveys under the Western Region Agricultural Stress Assistance Program (WRASAP). The Extension Assistant III will help coordinate wellness outreach workshops, behavioral health trainings (such as Mental Health First Aid), and community-based events aimed at engaging diverse stakeholder groups, including farmers, youth, and underserved communities. The Extension Assistant III will coordinate logistics, maintain accurate records, prepare outreach materials, and support culturally responsive engagement efforts. The Extension Assistant III will work closely with the program's co-investigators, collaborators, and community partners to ensure research compliance and methodological rigor. The Extension Assistant III will perform the following tasks to include: literature reviews, data entry and analysis, note-taking during meetings, and contribute to summary reports and presentations. The Extension Assistant III will work effectively in an interdisciplinary and multicultural team, particularly in building and maintaining liaison relationships with partners in the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, and Guam-based organizations. The Extension Assistant III is expected to demonstrate initiative, cultural sensitivity, strong organizational skills, and a commitment to supporting the goals of the Farmer Focus Program. Occasional off-site fieldwork, weekend community events, and travel may be required to fulfill the responsibilities of this position. The Extension Assistant III will coordinate logistics, maintain accurate records, prepare outreach materials, and support culturally responsive engagement efforts. The Extension Assistant III will work closely with the program's co-investigators, collaborators, and community partners to ensure research compliance and methodological rigor. The Extension Assistant III will perform the following tasks to include: literature reviews, data entry and analysis, note-taking during meetings, and contribute to summary reports and presentations. The Extension Assistant III will work effectively in an interdisciplinary and multicultural team, particularly in building and maintaining liaison relationships with partners in the Commonwealth of the Northern Mariana Islands, the

EXTENSION ASSISTANT III # 081-25

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KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge in the fields of agriculture and mental health. Hold a mental health first aid certificate. Experience in statistical analysis with survey data. To undertake literature reviews and contribute to the production of research reports, conference papers, and peer-reviewed journals where appropriate. Experience with data entry, data management and demonstrated ability to learn and use new software systems. Demonstrate experience working collaboratively as a member of a multidisciplinary team. Responsible for providing administrative project support to assure high-quality management for research projects and relations.

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:


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 (Jul 9, 2025 11:31 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.III.07/09/25
Approved by CHRO 07/09/25