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ANNOUNCEMENT

September 15, 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):

Announcement No. 086-26

Position Title
EXTENSION ASSISTANT III

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

Opening Date: September 15, 2026
Closing Date: September 29, 2026

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

MINIMUM QUALIFICATION:
High School Diploma or GED, and 90 or more college credits, or five (5) years relevant and related work experience.

NECESSARY SPECIAL QUALIFICATION:
Must have a valid driver’s license.
Ability to work evenings and weekends as required for programs, workshops and 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:
Under the supervision of the Extension Agent III of Community Development and the Instructor of Community Development, the Extension Assistant III will perform a diverse range of duties in support of Community Development and Cooperative Extension Services initiatives to strengthen community capacity and advance the unit's programs. Duties will include community engagement and facilitation, economic and community analysis, project and implementation support, data collection and analysis, and communication and reporting. The Extension Assistant III will facilitate and participate in stakeholder-sponsored meetings and represent community stakeholders in program planning and evaluation. The Extension Assistant III will develop and prepare webinar and workshop slide decks, presentations, reports and communication materials for Extension cooperators and collaborators. Other duties may be assigned as needed by the supervising Extension Agent III and Instructor of Community Development.

KNOWLEDGE, ABILITIES AND/OR SKILLS:
Knowledgeable in economic development programs and issues, with an understanding of how local economic systems and policy mechanisms work. Must be familiar with data-informed decision-making and with using community feedback, surveys, and analytics to shape outreach and programs. Excellent written and verbal communication skills. Must be able to meet strict deadlines and work effectively with community members, project teams, and NGOs. Must be able to organize and oversee multiple assignments concurrently. Must be proficient with Microsoft Office tools, Canva, and other digital tools.

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.

EXTENSION ASSISTANT III # 086-26

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 15, 2026 15:26:59 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.III.09/15/26
Approved by CHRO 09/15/26