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ANNOUNCEMENT

09/19/2025

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):

Announcement No. 094-25

Position Title
EXTENSION ASSISTANT III

Salary Range:
UGPP/H-01 \$32,355.00 - UGPPH-10 \$44,417.00 Per Annum

Opening Date: 09/19/2025
Closing Date: Continuous Until Filled

Location:
College of Natural & Applied Sciences (CNAS)/ Cooperative Extension Services/ Western Pacific Tropical Research Center

MINIMUM QUALIFICATION:
High School Diploma or GED, and 31-90 college credits or 5 years of relevant and related work experience.

PREFERRED QUALIFICATIONS:
Five years of experience executing professional video projects. Bachelor’s or Master’s degree in film, digital media, journalism, communications, or a related field.

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.

NATURE OF WORK:
This position will be part of a small “media team” for the College of Natural & Applied Sciences and UOG Land Grant that presently includes an communications and publicity specialist and a graphic designer. The media team supports the college’s work in instruction, extension (outreach), and research – with a primary focus on support for the Land Grant Extension Service and agInnovation Research Center through the production of communication, marketing, and outreach materials as well as event coverage. This position is generally carried out in the office, at events, and in the field, both on and off campus and occasionally in the evenings and on weekends.

CHARACTER OF DUTIES:
Under the supervision of the Interim Associate Director of Extension and Research, the Extension Assistant III will collaborate directly with administrators, faculty, staff, students, and vendors on the development, design, and production of various audio/video projects. This may include short clips and interviews for social media, longer form promotional videos, podcasts, instructional videos, live event recordings, or livestreaming and post-production editing. The Extension Assistant III may also need to work with outside vendors to procure quotes and services. The Extension Assistant III will also join the other media team members in serving as a photographer, covering events and conducting photo shoots of people, products, and environmental settings to produce relevant and engaging images for digital content, printed publications, banners, and other marketing materials. The Extension Assistant III will help the team with other task based on demonstrated skills including social media content development, web site development, and publication development. The Extension Assistant III will compile, organize, and ensure backups of the college’s video and photo files. The Extension Assistant III will manage the college’s videography and photography equipment and make suggestions for and source any additional equipment needed. The Extension Assistant III will also be expected to contribute marketing and communications ideas that advance the visibility and reputation of CNAS and its programs and people. While videography is the primary focus for this position, the Extension Assistant III may be required to assist with other communications tasks of the team, such as assisting with the planning and execution of festivals and events, digital marketing, and related areas. The Extension Assistant III will provide training and support to faculty in the media development efforts.

EXTENSION ASSISTANT III # 094-25

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Versatile audiovisual skills and knowledge of audiovisual equipment. Experience with scriptwriting and podcast production is desired. Personable demeanor — able to communicate and collaborate effectively and professionally with students, faculty, colleagues, vendors, and community members. This position requires being a self-starter — someone who is perceptive of needed products and improvements to existing products and takes initiative — often times independently — to get the ball rolling. Ability to execute a video project start to finish single-handedly — from meeting with the requestors, planning/editing scripts and storyboards, scheduling the shoots, conducting the shoots, and obtaining the necessary approvals on the final. For larger projects, the position may need to source outside vendors. Ability to manage and simultaneously make progress on multiple projects and occasionally work under tight deadlines.

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 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 18, 2025 11:00:48 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Assistant.III.09/18/25
Approved by CHRO 09/18/25