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ANNOUNCEMENT

January 12, 2021

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. 026-21</i>	
<u>Position Title</u> EXTENSION ASSISTANT III	
<u>Hourly Rate:</u> UGPP/H-01 \$12.75 Per Hour – UGPP/H-07 \$15.94 Per Hour	<u>Opening Date:</u> January 12, 2021 <u>Closing Date:</u> January 25, 2021
<u>Location:</u> College of Natural & Applied Sciences/Cooperative Extension Service/ Western Pacific Tropical Research Center	

MINIMUM QUALIFICATION:

High school diploma or completion of General Education Development (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.

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.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Must be knowledgeable in design principles, including color, shape and balance, type styles, and layout. Must be knowledgeable in developing concepts, graphics, and layouts for public information products. Must be proficient with Adobe InDesign and Photoshop. Must have working knowledge of WordPress. Must be a fast learner in web-base technology.

CHARACTER OF DUTIES:

Under the supervision Dean/Director of CNAS, Associate Director of Cooperative Extension Outreach and the Associate Director Western Pacific Tropical Research Center, the Extension Assistant III will collaborate on the development and production of graphic art related projects and publication layouts (e.g., books, newsletters, brochures, logos, etc.) for faculty, programs, and administration. Assist in design, layout, and content for web-based content will also be required. Perform other duties assigned.

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.

EXTENSION ASSISTANT III # 026-21

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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 <http://www.uog.edu/hro> (under Links).

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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Jan 12, 2021 10:14 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Extension Assistant III 01/12/2
Approved by Acting CHRO 01/12/2