



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

May 28, 2026

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Extension Associate I
(CNAS – NIFA SARE)**

(JOB # RC-26-38)

Application Deadline: 11:59 p.m. on June 05, 2026 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal at <https://uog.peopleadmin.com/>
or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade J, Step 1, \$18.23 to Step 8, \$23.51 per hour
Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

Minimum Qualifications:

- Bachelor's degree from a U.S. regionally accredited institution or foreign equivalent;
- One (1) year of work experience relevant to the position;

- Must possess a valid Driver's License;

Minimum Knowledge, Skills, and Abilities:

- Experience as a grant assistant;
- Knowledge of or experience in Agriculture, Food Science, Extension, and/or related areas;

Character of Duties:

- Plan, coordinate, implement, and evaluate outreach and educational activities under the Western SARE-funded projects;
- Support outreach and education efforts related to agricultural marketing, sustainable agriculture, agribusiness development, farmer wellness, community resiliency, and food security in Guam and Micronesia;
- Coordinate Farmer Focus Program activities, including the Hotnu Heals Workshops, Mental Wellness Conversation Curriculum (MWCC), COMET and Mental Health First Aid (MHFA) trainings, Farmer Focus conferences, symposiums, and community workshops;
- Organize workshops, conferences, training sessions, farm visits, field demonstrations, and stakeholder meetings involving farmers, producers, students, and community members;
- Coordinate communication and collaboration with farmers, government agencies, NGOs, businesses, educational institutions, and regional partners throughout Guam and Micronesia;
- Develop educational materials, outreach publications, workshop flyers, presentations, reports, social media content, and other promotional materials for Extension activities;
- Collect, organize, manage, and analyze qualitative and quantitative data related to project participation, evaluations, outreach impacts, and stakeholder engagement;
- Prepare reports, reimbursement requests, budgets, travel documents, procurement requests, and other grant-related documentation in a timely and accurate manner;
- Coordinate student engagement, workforce development activities, internships, and experiential learning opportunities related to agriculture and community development;
- Utilize digital tools, online platforms, and social media for outreach, communication, marketing, and stakeholder engagement;
- Work effectively with individuals of diverse backgrounds and interdisciplinary expertise;
- Perform other related duties as assigned in support of project goals and the Land Grant mission;

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.

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of 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 (i.e., 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.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- 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 Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.
- Upon selection of hire, you will be required to provide additional documents (if necessary) as condition of employment.

The Research Corporation of 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 and Title IX 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).