



# UNIVERSITY OF GUAM COOPERATIVE EXTENSION SERVICE

January 7, 2013

## JOB ANNOUNCEMENT

TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (LIMITED-TERM APPOINTMENT, PART-TIME) (SUBJECT TO THE AVAILABILITY OF FUNDS):

**Position:** **Extension Assistant**  
*(Enumerator – Cooperative Extension Service-Communities, Youth, Families, Food & Nutrition Guam Department Of Education Meal Cost Study)*

**Salary:** **\$20.00 per completed survey**

**Deadline for Application:** Applications will be accepted daily, Monday through Friday except weekends & holidays, 8:00 a.m. to 5:00 p.m. until position is filled at the CES CYFFN Office, ALS Bldg, Room 228.

**Character of Duties:** The Extension Assistant under this category will carry out routine field and/or office work in performing field interviews or enumeration work in support of the CES-CYFFN GDOE Meal Cost Study. The Extension Assistant will work independently after initial classroom training in the field. Specific procedures to which assigned will enable the Extension Assistant to learn the nature, scope and objectives in collecting data, ensuring accuracy and completion of answers to all survey questions, maintaining records, reports, files and other duties as needed.

**Minimum Qualifications:**

- High School Diploma or GED certification;
- Must be able to work nights and weekends;
- Ability to work effectively with other employees and the public;
- Ability to maintain records and prepare reports;
- Must have a valid Guam Driver's License and provide own transportation

Pursuant to Public Law No. 28-24 and Executive Order 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. Pursuant to Section 25103, Title 10, Guam Code Annotated, a tuberculosis screening is required as a condition of employment and must be updated annually.

**Benefits:** Social Security Only

**For More Information:** Contact Peter Barcinas at 735-2055 at the CES – Communities, Youth, Families, Food and Nutrition, ALS Building.

The University of Guam complies with the Guam Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act (ADA). For assistance contact Ms. Elaine M. Faculo-Gogue, University's Institutional Compliance Officer, either by phone (671) 735-2244 or TTY (671) 734-2243.