



American Samoa Community College
EMPLOYMENT OPPORTUNITY
Management Information System

Position Title: Administrative Assistant
Employment Status: Full Time / 12 Months – One Year Contract with Benefits

General Description:

Under the supervision of the Associate State Director of Small Business Development Center, the Administrative Assistant greets clients, set appointments for counselors, and set clients up at proposed computer lab.

Responsibilities and Duties:

- Develop and maintain SBDC office central file system.
- Answer and direct phone calls.
- Assist with typing and reproduction.
- Oversee maintenance of office equipment.
- Maintain supplies inventory by checking stock to determine office needs to be ordered.
- Take and compile minutes of meetings.
- Greet and assists clients as needed.
- Take charge of timesheets and purchase requisition submission.
- Provide support services as required.
- Other responsibilities as assigned.

Minimum Qualifications:

- Associate of Arts/Science degree in Liberal Arts, Accounting and Business Management, IT related.
- Two years of office management and clerical job experience.

Salary:

Salary will commensurate with degree and experience.

Application Deadline: July 8, 2019 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu; or ascchumanresources@amsamoa.edu.

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