



American Samoa Community College
Samoan Studies Institute
EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant
Employment Status: Full Time 12 months (Career Service)

General Description:

The Samoan Studies Institute promotes the continuity of Samoan culture, traditions, language and heritage through an inter-disciplinary, comprehensive educational approach that focuses on academics, community, cultural outreach, and research/publications. The Administrative Assistant reports directly to the Director in support of SSI programs and staff.

Responsibilities and Duties:

Administrative

- Prepare staff and faculty timesheets
- Provide support services for faculty in Xeroxing handouts and other material

Technical

- Type and handle institute correspondence, SSI publications and research work.
- Be responsible for data input using SPSS for SSI surveys on Samoan language.
- Perform all filing work and maintain such filings
- Handle Xeroxing, collecting of, and binding of SSI publications.
- Generally take care of the operation of the office and maintain cleanliness and safety.
- Handle all internal and external office communications, including incoming and outgoing telephone calls, memorandums and mail
- Have some knowledge or experience with computer systems such as excel.
- Perform other duties and as assigned by immediate supervisor.

Planning

- Assist Director and handle procurement of materials and supplies, equipment, and effectively follow-up on institute purchase requisitions, purchase orders and billings invoices.

Reporting

- Maintain a record of budget expenditures and balances and assist Director in budget preparation.
- Record and type minutes of SSI office meetings.
- Assist in the preparation of reports and respond to the professional needs of the staff and faculty.

Minimum Qualifications:

- High School Diploma or Associate degree in Business or related field.
- Two to three (2-3) years of work experience in office field.

Salary: Salary will be commensurate with degree and experience.

Application Deadline: December 19, 2019 no later than 4:00pm.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”