



American Samoa Community College
Records Office
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Student Records Technician
Employment Status: Full Time 12 months (Career Service)

General Description:

This position is directly under the general supervision of the Records Office/Registrar. The Student Records Technician assists in all work related to registration, student records, and the disposition of the Records Office's functions. The successful candidate will manage student records, ensure data accuracy, assist with enrollment processes, maintain confidentiality, and perform related duties as assigned.

Responsibilities and Duties:

Administrative

- Maintain an up-to-date, comprehensive knowledge of the Records Office programs and procedures. Continually interact with students and interested persons requesting assistance and information by mail, email, telephone, or in person.
- Provide service window relief
- Serve as a resource to students, staff, and others regarding policies and procedures governing the Records Office and ASCC.

Technical

- Assist with the transcript request evaluations and verifications
- Verify, update, post, and file registration, add/drop, withdrawals from class, and other related forms into the computerized student information system during registration periods as needed
- Participate in degree evaluation activities
- Maintain student records and documentation
- Monitor and review office operations for accuracy and compliance with appropriate policies and procedures (i.e. federal and local regulations including FERPA and immigration) and resolve related problems as they arise
- Participate in the registration process
- Assist in recruiting efforts to ASCC, new student orientation, and transfer evaluations

Planning

- Assist with the integration of the Student Records Management Plan
- May be responsible for special short-term participation in ongoing projects that require planning, coordination, and supervision as needed or assigned

Reporting

- Provide written progress (bi-weekly, annually) reports
- Perform related duties as required

Minimum Qualifications:

- Associate's Degree
- Six (6) years experience in record management or related, including knowledge, skills, and abilities

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

Salary Range: GS-10/03-05: \$22,297.00 - \$24,117.00 per annum

Application Deadline: June 3rd, 2025

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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