



American Samoa Community College
Academic Affairs Division – Nursing Department
EMPLOYMENT OPPORTUNITY

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

General Description:

The Office Assistant provides administrative and clerical support to the Nursing Program Director, ensuring efficient daily operations of the department. Responsibilities include managing correspondence, scheduling meetings, maintaining student and faculty records, preparing reports, assisting with program communications, and coordinating activities related to academic and clinical operations. The Assistant serves as the primary point of contact for students, faculty, and external partners, upholding professionalism, confidentiality, and organizational standards in support of the Nursing Program's mission.

Responsibilities and Duties:

Administrative and Clerical Support:

- Provides direct administrative assistance to the Nursing Program Director, including drafting correspondence, preparing reports, maintaining files, and managing program-related documentations

Scheduling and Communication Coordination:

- Manages the Director's calendar, schedules meetings, prepares agendas, takes minutes, and coordinates internal and external communications

Student and Faculty Support:

- Assists with students' records, faculty requests, class rosters, attendance, evaluations, and clinical rotation schedules. Ensures confidentiality of academic and personnel information

Data Entry and Record Management:

- Maintains accurate and up-to-date digital and physical records, including grades, attendance, inventories, and official correspondence logs

Purchasing and Inventory Oversight:

- Coordinates office and instructional supply orders, monitors inventory for the Nursing Department, and processes purchase requisitions and expense reports

Event and Program Coordination:

- Supports planning and logistics for orientations, pinning ceremonies, advisory board meetings, in-service trainings, and accreditation visits

Reception and Customer Service:

- Serves as the first point of contact for students, faculty, and visitors; answers inquiries and provides accurate information about the Nursing Program

Minimum Qualifications:

- Associate's degree
- Two to three years of direct experience in the field
- Computer literacy in various software programs
- Proficiency in communication, organization and coordination
- Must be proficient in the Samoan and English languages

Salary: GS-09/06-10: \$22,240.00 - \$25,360.00 per annum

Application Deadline: December 4, 2025 no later than 4:00pm

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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