



American Samoa Community College
Adult Education Literacy & Extended Learning
EMPLOYMENT OPPORTUNITY

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

General Description:

The Administrative Assistant in the Adult Education Literacy & Extended Learning (AELEL) office serves in a support position to ensure that communication between students and the AELEL Office is handled in an efficient and professional manner. The successful candidate for this position will perform standard secretarial/receptionist and administrative duties, and will report directly to the State Director of AELEL.

Responsibilities and Duties:

Administrative

- Greet, meet, and assist incoming students, ASCC personnel, and all visitors to the AELEL office and State Director's office
- Communicate effectively by phone and email; ensuring all administrative assistant duties are completed thoroughly. Work accurately in regards to necessary duties. Keep time on tasks as an important factor of the requirements
- Organize and schedule meetings, appointments, staff contact lists, student class lists, memos, letters, faxes, and forms
- Actively work on with multiple projects
- Answer phone calls and route them appropriately
- Photocopy and print out documents to assist the faculty of AELEL

Technical

- Develop the administrative staff by providing information, educational opportunities and professional growth through training and skill development. Participate in educational and training opportunities as directed by State Director
- Maintain and organize supply and stock inventory, create a rack system for all office supplies and equipment, anticipate needed supplies; place and expedite orders for supplies; verify receipt of supplies, and effectively work with Procurement Department for all needed assistance, processes, and necessary forms
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
- Coordinate and maintain office procedures, maintain staff timesheets bi-weekly. Maintain and update employee records, including leave and sick time.

Reporting

- Perform other related duties assigned by the State Director of AELEL.

Minimum Qualifications:

- Associate' degree
- Two (2) to three (3) years of demonstrated experience in direct field or administrative support services
- Computer literate in various program software
- Possess proficient communication, organizational and coordination skills

Salary Range: GS-09/01-06: \$18,340.00 - \$22,240.00 per annum

Application Deadline: May 8th, 2023 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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