



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

Position Title: Administrative Assistant
Employment Status: Full-Time/12-Month (Career Service)

General Description:

This position is directly under the supervision of the State Director of Adult Education Literacy & Extended Learning (AELEL). The Administrative Assistant will perform any or all clerical and administrative functions as required by the State Director.

Responsibilities and Duties:

- Assist in the training and developing of other administrative staff. This includes educational and training opportunities for other employees as directed by State Director.
- Effectively communicate via phone and email ensuring that all administrative assistant duties are completely correct and disseminated with accuracy in a timely manner.
- Organize and schedule meetings and appointments, maintain staff contact lists, and produce and distribute correspondence memos, letters, faxes and forms.
- Handle multiple projects.
- Develop administrative staff by providing information, educational opportunities and growth.
- Maintain supply inventory by checking stock to determine inventory level; anticipate needed supplies; place and expedite orders for supplies; verify receipt of supplies.
- Maintain professional and technical knowledge by attending educational workshops; review professional publications; establish personal networks; participate in professional societies.
- Coordinate office procedures, maintain staff timesheets and hours worked per week.
- Answer phone calls and route them appropriately.
- Maintain up to date employee holiday records.
- Greet and assist visitors to office.
- Photocopy and print out documents on behalf of other colleagues.

Minimum Qualifications:

- Some College or Associate degree.
- Five or more years of experience in direct field.

Salary Range: GS-12/05-08: \$ 16,373.00 - \$ 18,323.00 per annum.

Application Deadline: December 15th, 2020 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 or www.amsamoa.edu/employmentopportunities or alternatively by emailing ascchumanresources@amsamoa.edu.

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