



**American Samoa Community College**  
Student Services-Admissions Division  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Admission Outreach/Recruiter  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Division of Student Services (DOSS) supports the educational pursuits of all students who attend ASCC through the provision of high-quality services, student access and learning support. The Admission Outreach/Recruiter, under the supervision of the Admissions Officer, works with high school counselors and the ASCC student population to provide information, outreach assistance and awareness regarding the next step in their educational pursuits. Services may include, but are not limited to, new student recruitment, admission counseling, community outreach and disseminating public information.

**Responsibilities and Duties:**

- Provide admission counseling for prospective students and other student support services
- Coordinate high school outreach and recruitment visits with high school counselors. Visit all Tutuila high schools, travel to Manu'a and work with the Admission Coordinator and other ASCC personnel to recruit and provide the necessary services to assist students who wish to transition to ASCC
- Assist with developing and revising admission program activities, policies and procedures (Standard Operating Procedures);
- Coordinate and plan New Student Orientation, Admission Night, and Placement Testing. Work with Department Chairs (CAPP and Math) on Proctor Assignments and other educational activities each semester and registration
- Review and disseminate Press Release Information for all Admission educational activities, i.e., Placement Testing, Admission Night, New Student Orientation, etc.
- Assist with processing admission applications and documentations. Ensure compliance with FERPA Rules and Regulations with all Admission policies.
- Write reports and evaluations on program services' effectiveness. Report on all Admission activities/services
- Attend career or college fairs at high schools or community events to promote the College
- Assist with coordinating informational workshops and educational activities
- Participate in committee functions set up by the Supervisor (such as Placement Test Advisory Committee)
- Perform other duties assigned by the Admission Officer

**Minimum Qualifications:**

- Bachelor's degree in Counseling, Education or directly related field
- Three (3) or more years of related work experience, consecutively or in combination.
- Knowledge of Family Educational Rights and Privacy Act (FERPA)
- Computer literacy in various program software, and

**AMERICAN SAMOA COMMUNITY COLLEGE**  
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- Proficient communication and organizational skills

**Salary:** GS-12/01-05: \$30,212.00 - \$35,412.00 per annum

**Application Deadline:** February 2<sup>nd</sup>, 2024 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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