



American Samoa Community College
Student Services Division/Admissions Department
EMPLOYMENT OPPORTUNITY

Position Title: Clerk III
Employment Status: Full Time 12 months (Career Service)

General Description:

The Clerk III serves as the first point of contact for public inquiries and requests for Admissions Office services, and receives and processes incoming documents related to Admissions, such as applications and other required paperwork. He/she will support the Admissions Office with customer services, clerical office duties, coordination of meetings, preparing and routing paperwork, report writing, maintaining office supplies and equipment, and performing any other duties assigned by the Admissions Officer.

Responsibilities and Duties:

Administrative

- Understand and effectively communicate the Admissions Office services processes, including required forms and other documentation
- Receive and process incoming documents related to Admissions services (e.g. applications, SAT/ACT test scores, high school and college transcripts, other forms, etc.)
- Document and manage all incoming walk-in visitors, phone calls, emails, and mail concerning Admissions, including inquiries to be referred to appropriate departments
- Prepare, organize and route office paperwork for the Admissions Office (e.g. job orders, facility requests, public information releases, purchase requisitions, internal purchase orders, travel authorizations, etc.)
- Perform other general and clerical office duties (e.g. filing and record keeping, typing, copying, binding, scanning, etc.)
- Maintain an ongoing understanding of the federal, state, and institutional regulations regarding admissions services (e.g. FERPA)
- Track and maintain office supplies and keep an inventory of Admissions Office equipment and property
- Supervise and monitor Work Study students.
- Perform other duties as assigned by the Admissions Officer

Technical

- Perform data-entry of admissions applications, documentation and other Admissions services into the Datatel system
- Efficiently operate a personal computer and associated software (e.g. Gmail Workspace, Microsoft Office, etc.) and institutional record keeping software (e.g. Datatel) accurately, and effectively

Reporting

- Write reports of the daily functions and activities of the office (e.g. biweekly, monthly, visitors log, student database lists, etc.)

Planning

- Assist with coordination of appointments and meetings, and maintain records of meetings (internal and external)
- Assist with placement tests, new student orientation, registration and other Admissions events and activities

Minimum Qualifications:

- A combination of two or three (2 -3) years of work experience, including training and education, may be substituted for degree
- Knowledge of Family Educational Rights and Privacy Act (FERPA)
- Computer literacy in various programs software,
- Proficiency in communication, organizational and coordination

Preferred Qualifications:

- Associate's degree, along with the knowledge, skills and abilities listed under minimum qualifications

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

Application Deadline: September 25th, 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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