



**American Samoa Community College**  
*University Center for Excellence On Developmental Disabilities (UCEDD)*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Community Trainer  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The University Center for Excellence on Developmental Disabilities provides interdisciplinary training in the area of developmental disabilities, community outreach training, technical assistance, and research, evaluation, and dissemination of information regarding UCEDD activities.

The responsibility of the Community Trainer is to respond to the personnel development needs identified by agencies providing education and early intervention, health, quality assurance, employment, and childcare.

**Responsibilities and Duties:**

- Report directly to the Director.
- Conduct a minimum of three (3) trainings in two (2) areas of emphasis: Emergency Preparedness, Leadership, Education or Quality Assurance.
- Develop curriculum and/or training modules, manuals, or information packets that will support implementation of core functions.
- Publish two research projects annually.
- Prepare and submit bi-weekly, monthly, and quarterly reports as required by the Director for grant/institutional reports.
- Collaborate with Triagency and Community Advisory Council, Triagency, and Government/Non-Profit Organization advisory councils/committees.
- Attend and actively participate in College committees.
- Perform assigned duties relevant to the position, upon request of the Director.

**Minimum Qualifications:**

- Minimum of BA degree in related field as pertaining to job description and responsibilities. MA degree preferred.
- Fluent in Samoan language.
- Experience working with individuals with/without disabilities from ages 0-aging.
- Must be able to work overtime.
- Must have good collaboration skills.
- Good work ethics
- Good communication skills
- Able to meet deadlines

**Salary:** Salary will be commensurate with degree and experience.

**Application Deadline:** July 17, 2018 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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