



American Samoa Community College
President's Office
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: **Executive Secretary**
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Executive Secretary reports directly to ASCC President. He/she is responsible for the day-to-day operational administration of the President's Office. Services include but are not limited to providing assistance of high-level administrative support by assisting in conducting research, assisting in preparation of the President's Office reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Job Duties and Responsibilities:

Administrative

- Ensure the handling and accuracy of information, filing, record retrieval and communication electronically and in person for the President's Office.

Technical

- Assist Executive Administrative Assistant with filing information and handling requests and convey information clearly and accordingly from the President's Office to College constituents;
- Assist in the recording and tracking of correspondences to and from the President's Office
- Assist Executive Administrative Assistant with maintaining record keeping for the President Office electronically and in the archive;
- Assist in the procurement of office supplies for the President's Office
- Assist in the arrangement and coordination of President's meeting with College constituencies from time to time;
- Schedule appointments for the President;
- Maintain a clean and safe working office environment and manage a professional office setting for all guests to the President's Office;
- Perform other duties as assigned by the President

Minimum Qualifications:

- Associate Degree, from an accredited institution; or in lieu of Associate Degree, 5-7 years of direct related experience in administrative support services at the executive level;
- Two to three years of work related experience at the executive level;
- Experience with data entry and familiarity with budget information;
- Experience in filing, maintaining office records and scheduling appointments;
- Experience with MS Office Suite and relevant computer applications;
- Excellent oral and written communication skills

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- Ability to work effectively with others and provide student-centered customer service.

Preferred Qualifications:

- Bachelor's Degree in Business Administration or related field

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

Application Deadline: November 30th, 2020 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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