American Samoa Community College
Management Information System's Office
EMPLOYMENT OPPORTUNITY

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

General Description:

The Information Officer (IO) reports to the Vice President of Administration and Finance. The IO provides leadership in formulating of policies and plan s in the developmental and management of Information Communication Technology (ICT) for the College. The duties and responsibilities of the IO include, but are not limited to the strategizing, planning, coordinating and implementing of information communication technology systems, encompassing all computer and telecommunication related functions.

Job Duties and Responsibilities:

Administrative
- Provides institution-wide leadership and policy direction in the management and operation of shared services across ASCC
- Participates in policy and decision making pertaining to resource allocation and the future direction and control of proposed information systems.
- Leads the planning and development of the College's strategies for generating resources and/or revenues for information technology.
- Performs miscellaneous job-related duties as assigned by the Vice President of Administrative and Finance

Technical
- Provides direction and leadership in the review of the present IT systems and methods, and in the formulation of new and revised systems.
- Manages the MIS department and supervises MIS staff in their servicing, training, equipment trouble-shooting, documentation and other daily system support duties
- Manages and leads multiple ongoing information and communication systems and projects, including but not limited to the ICT training program

Planning
- Leads, guides, and oversees the institutional information technology budgeting process and provides leadership in cost and productivity analysis
- Leads and coordinates the development and implementation of integrated, strategic MIS policies for the College.

Reporting
- Reports on the MIS Division for internal and external users.

Minimum Qualifications:
- Master's degree in Information Communication Technology, Management Information or related field.
- Must have at least three (3) to five (5) years of experience directly related

- Knowledge and understanding of current and developing strategic information requirements of the College
- Strong interpersonal and communication skills
- Ability to work effectively with a wide ranges of constituencies in the community
- Strong strategic planning and leadership skills
- Understanding of academic and administrative functions of the College
- Skills in organizing resources and establishing priorities
- Organizational planning and developmental skills
- Ability to develop requests and evaluate proposals in reference to leading edge information services technology.

Salary: Salary will be commensurate with the qualifications and experience.

Application Deadline: April 26th, 2021 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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