



**American Samoa Community College**  
*Division of Student Services*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** **Student Government Association Coordinator**  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Student Government Association Coordinator supervises and provides direction for the student government to create and implement student activities, workshops and programs for the benefit of the entire student body. Such activities, workshops and programs will serve the educational, social, cultural and recreational interests of the diverse student population at ASCC and will provide student government with opportunities to develop leadership and organizational skills.

**Responsibilities and Duties:**

- Serves as the advisor to the Student Government Association.
- Coordinates and presides over all student government related activities and functions (including those which take place off-campus and after hours).
- Develops and implements training for student government members for their roles as leaders in the student body.
- Promotes, organizes and coordinates a calendar of activities, workshops campus events and programs for the student body.
- Updates, maintains and disseminates the ASCC student handbook and the student constitution annually.
- Creates and issues student ID's for registered students.
- Promotes and supports campus clubs and organizations, and maintains appropriate contact and tracking with their advisors.
- Organizes the student government to assist with the Division of Student Services planned activities and programs (e.g. registration, new student orientation, graduation, etc.)
- Maintains all supplies and equipment purchased under the student government (e.g. sound system equipment, ID machine, tables and chairs, etc).
- Manages and keeps record of the student activity budget spent on student government supplies, equipment, prizes, scholarships, etc.
- Maintains accurate records of all student government related meetings, activities, events (including activity proposals, budgets, contracts, activity evaluations, etc.) and reports them to supervisor.
- Assumes other duties as required by the Dean of Student Services.

**Minimum Qualifications:**

- Bachelor degree in Education or related field.
- At least two (2) years of teaching or advisor experience for Student Government, Honor Society, or student-related activities/programs.

**Salary Range:** GS-13/10-15: \$ 23,020.00 - \$ 26,920.00 per annum.

**Application Deadline:** July 24, 2018 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 477/335/403 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu).

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