



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 the student government with opportunities to develop leadership and organizational skills.

Responsibilities and Duties:

Administrative

- Serve as the advisor to the Student Government Association
- Coordinate and preside over all student government related activities and functions (including off-campus and after hours)
- Update, maintain and disseminate the ASCC Student Handbook and the student constitution annually
- Create and issue student IDs for registered students
- Promote and support campus clubs and organizations, and maintain appropriate contact and tracking with their advisors
- Maintain all supplies and equipment purchased under the student government (e.g. sound system equipment, ID machine, tables and chairs, etc.)

Technical

- Manage and keep records of student activity budget spent on student government supplies, equipment, prizes, scholarships, etc.
- Maintain accurate records of all student government related meetings, activities, events (including activity proposals, budgets, contracts, activity evaluations, etc.) and report these to the supervisor

Planning

- Develop and implement training for student government members for their roles as leaders in the student body
- Promote, organize and coordinate an activity calendar, workshops, campus events and programs for the student body
- Organize the student government to assist with the Division of Student Services' planned activities and programs (e.g. registration, new student orientation, graduation, etc.)

Reporting

- Perform other duties as assigned by the Dean of Student Services

Minimum Qualifications:

- Bachelor degree
- At least two (2) years of teaching or advising experience for Student Government, Honor Society, or student-related activities/programs
- Professional knowledge of federal laws regarding student records
- Comprehensive knowledge of computers and technology
- Skills and abilities pertaining to communication in written and oral form, planning, problem identification, conflict resolution, advising and counseling of students, scheduling, etc. as outlined in the position review
- Ability to speak both English and Samoan

Salary Range: GS-12/01-05: \$30,212.00 - \$35,412.00 per annum

Application Deadline: September 25th, 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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