



American Samoa Community College
Samoan Studies Institute Office
EMPLOYMENT OPPORTUNITY

Position Title: Videographer
Employment Status: Full-Time/12-Month (Career Service)

General Description:

Under the direction of the Director of Samoan Studies Institute and the Senior Researcher, the Videographer assists with field and archival research in oral history and ethnography by recording and editing research and program materials that are of interest to the SSI, its students, and ASCC. He/she will record activities of SSI and ASCC, and compile reports thereon as directed; maintain and repair equipment; coordinate field/research trips by staff and/or students; carry out anthropological logging and planning; and perform other duties as directed by the SSI Director and/or the Senior Researcher.

Job Duties and Responsibilities:

Administrative

- Assist with SSI daily operations and with the SSI outreach team
- Record SSI events, including students' final exams where they demonstrate practical skills such as *folafola sua*
- Update and monitor the SSI online media directory
- Catalog SSI documentaries and other raw footage, and make sure these materials are safe
- Maintain logs of visits and all forms of requests for SSI Media
- Maintain the SSI website and Facebook page
- Assist with marketing SSI publications on social media
- Maintain protocol with documentations/recording
- Perform other related duties as assigned by the Director or Senior Researcher

Technical

- Record field and archival research in oral history and ethnography
- Record and edit research and program materials that are of interest to the SSI, students and ASCC
- Record activities of SSI and ASCC
- Maintain and repair equipment
- Maintain safekeeping of SSI media equipment
- Assist the SSI review team
- Conduct periodic inventory of SSI publications
- Videotape program material for production using video cameras
- Edit and assemble final visual/audio programs
- Regularly test equipment to determine technical quality of recording, audio and lightning apparatuses

Planning

- Carry out anthropological logging and planning

- Record activities of SSI and ASCC and compile reports

Minimum Qualifications:

- Associate's degree in a directly related field
- In lieu of degree, at least four (4) years of experience in ethnographic studies and/or video recording

Salary: GS 12/05-11: \$16,373.00 - \$20,273.00 per annum

Application Deadline: Open Until Filled

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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