



American Samoa Community College
Samoan Studies Institute Division
EMPLOYMENT OPPORTUNITY

Position Title: **SSI Publication Specialist**
Employment Status: Full Time 12 months (Career Service)

General Description:

The SSI Publication Specialist reports directly to the Director of Samoan Studies Institute (SSI). The SSI Publication Specialist is responsible for the coordination, organizing, categorizing and safe keeping of official files and documents pertaining to academic, outreach and research publications. The Specialist is responsible for the coordination, distribution, dissemination or selling of the approved SSI publications, resources, and reference materials online and through college established files and archives.

Responsibilities and Duties:

Administrative

- Maintain confidentiality of highly culturally sensitive information and manuscripts
- Oversee the issue of ISBNs
- Oversee and manage SSI publication website
- Register ISBNs
- Assist with SSI annual competition Lau Gagana
- Assist with filing and keeping records of SSI office projects like Ua tala le Tau'i, Motumotuola
- Ensure SSI research projects meet all protocols and approvals
- Keep SSI references in order and follow up with books borrowed

Technical

- Type and maintain SSI research and publications
- Ensure safekeeping and categorizing of all SSI research and publications per genre
- Responsible with the formatting of documents that are ready to be published
- Take and maintain notes of SSI reviewing processes for its publications
- Coordinate, deliver and mail SSI publications, locally and internationally
- Create and update SSI publication catalog
- Working closely with MIS on the SSI section on ASCC website
- Coordinate the proofreading and editing processes of SSI publications and research
- Create and manage productions with Graphic Designer
- Maintain SSI publications inventory and sales
- Responsible for invoices and following up on payments
- Research and especially cross-reference SSI publications/documentaries

Reporting

- Provide periodic inventory of SSI publications on a monthly basis
- Provide a monthly calendar of accomplishments, activities and tasks scheduled for all publications
- Perform other duties as assigned by Director of the Samoan Studies Institute

Planning

- Ensure the provision of a calendar of publications, archiving and record keeping, including the oversight and updating of the SSI website, with information on the academic, outreach and research components of SSI mission and vision

Minimum Qualifications:

- Associate's degree in Samoan or Liberal Arts
- One (1) to two (2) years of demonstrated experience in records management or directly related field
- Computer literacy in various program software
- Proficiency in communication, organization and coordination
- Must be proficient in Samoa and English language

Preferred Qualification

- Bachelor's degree in History or Communications

Salary Range: GS-10/06-10: \$25,027.00 - \$28,667.00 per annum

Application Deadline: October 30th, 2024 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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