



**American Samoa Community College**  
***Pacific Center in Human Security***  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Administrative Assistant  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Pacific Center in Human Security utilizes the Human Security approach to strengthen community and cultural resilience, ensuring that individuals of all ages with developmental disabilities and their families participate fully in activities designed to promote self-determination, independence, integration, and inclusion in all facets of life in American Samoa. The Administrative Assistant will serve as the Pacific Center's executive assistant.

**Responsibilities and Duties:**

**Administrative**

- Manage and support office operations and efficiency
- Apply financial management principles, compile budgets, maintain inventory, and execute and implement procurement procedures/rules
- Organize and manage schedules, event planning, and meetings
- Supervise trainees who temporarily assist semester to semester

**Technical**

- Prepare, execute and maintain communications to support operations and activities with partners, community, and institutional offices at ASCC

**Reporting**

- Perform other duties as assigned by the State Director of PCHS

**Minimum Qualifications:**

- Associate's degree
- Three years of administrative assistant experience
- Knowledge of policies and procedures, and budget preparation
- Must have strong communication and organizational skills
- Professionalism and good work ethics
- Proficient in Microsoft Office Suite
- Must have a valid driver's license

**Salary Range:** GS-11/03-05: \$27,955.00 - \$30,035.00 per annum

**Application Deadline:** October 8<sup>th</sup>, 2025 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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