



American Samoa Community College
Management Information System's Office
EMPLOYMENT OPPORTUNITY

Position Title: **Administrative Technician I**
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Administrative Technician I (AT1) reports directly to the Information Officer. The AT1 performs a wide variety of administrative functions to ensure the smooth operation of the Information Office and provide support for the MIS division. The AT1 is responsible for the primary receiving and inputting of MIS work orders into the ticketing system, initiating Purchase Requisitions (PRs), contacting vendors for IT quotations, and managing the inventory for the MIS Division. The AT1 is also the official receptionist and timekeeper for the MIS Division.

Job Duties and Responsibilities:

Technical

- Utilizes ticketing software system and assists with inputting work orders for MIS
- Operates personal computer to access e-mail, electronics calendars, messages, shared drives, ticketing software, Wiki, and application software such as Word, Excel, PowerPoint, and Visio to perform job duties
- Utilizes ticketing software to manage equipment checked out to employees or checked out to be fixed. Also follows up to make sure equipment is returned at scheduled times

Administrative

- Coordinates and performs office services such as reception (phone and visits), timekeeping, initiating purchases, updating records, and routing forms with document control for the MIS Division
- Coordinates purchasing for the MIS Division, including contacting vendors for IT equipment quotations, following up within ASCC on the status of purchases from initiation to payment, and following up with Procurement and vendors (if necessary) for new equipment or warranty equipment transferred for repair
- Coordinates scheduling for the Office of the IO, including assessment and project scheduling with ASCC departments and divisions, and scheduling temporary employees for MIS, such as work-study students and interns
- Manages and monitors the technology inventory for MIS
- Conducts orientation of new MIS Employees as needed

Reporting

- Prepares operations reports, including creating and distributing minutes for MIS staff meetings and other meetings as necessary, and preparing and organizing reports for review by the IO
- Communicates ASCC and IO announcements, such as operating policies and the status of systems, to MIS staff members
- Assists the IO in compiling an annual inventory report for Procurement

Planning

- Assists with special events planning
- Meets with the IO to plan meeting agendas and IO announcements for staff members
- Performs miscellaneous job-related duties as assigned by the IO

Minimum Qualifications:

- Bachelor's degree in related field
- Two years of experience in direct field
- Six years relevant experience without BA degree (relevant experience may include work experience or work towards a college degree and/or certifications).

Salary: GS-13/08-10: \$21,460.00 - \$23,020.00 per annum

Application Deadline: January 26, 2022 no later than 4:00pm

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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