



**American Samoa Community College**  
*Student Services-Admission Office*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Clerk III  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

The Clerk III will be the first point of contact for public inquiries and requests for Admissions Office services; will receive and process incoming documents related to admissions, such as applications and other required documents; will support the Admissions Office with customer service, clerical office duties, coordination of meetings, preparing and routing paperwork, report writing and maintaining office supplies and equipment; and will perform any other duties assigned by the Admissions Office.

**Job Duties and Responsibilities:**

*Administrative*

- Understand and effectively communicate Admissions Office services processes, forms, and required documentation
- Receive and process incoming documents related to admissions services (e.g. admissions applications, SAT/ACT test scores, high school and college transcripts, other admissions forms, etc.)
- Document and manage all incoming walk-in visitors, phone calls, emails, and mail concerning admissions, including inquiries to be referred to appropriate departments.
- Prepare, organize and route office paperwork for Admissions Office (e.g. job orders, facility requests, public information releases, purchase requisitions, internal purchase orders, travel authorizations, etc. )
- Perform other general and clerical office duties (e.g. filing and record keeping, typing, copying, binding, scanning, etc.)
- Maintain an ongoing understanding of the federal, state, and institutional regulations regarding admissions services (e.g. FERPA)
- Track and maintain office supplies and inventory of Admissions Office equipment and property
- Perform other duties assigned by the Admissions Officer

*Technical*

- Perform data-entry of admissions applications, documentation and other admissions services into Datatel for admittance into the institution
- Efficiently operate a personal computer and associated software (e.g. Gmail Workspace, Microsoft Office, etc.) and institutional record keeping software (e.g. Datatel) accurately and effectively

*Reporting*

- Write reports of the daily functions and activities of the office (e.g. biweekly, monthly, visitors log, student database lists, etc.)

### ***Planning***

- Assist with coordination of appointments and meetings, and maintain records of meetings (internal and external).
- Assist with placement tests, new student orientation, registration and other admissions events and activities.

### **Minimum Qualifications:**

- Associate Degree in related field, and
- Possesses 1 - 2 years of demonstrated experience in field,
- Knowledge of Family Educational Rights and Privacy Act (FERPA)
- Computer literate in various program software, and
- Possesses proficient communication, organizational and coordination skills OR  
In lieu of education degree, certification and 3 – 5 years of administrative experience with knowledge skills and abilities outlined above.

**Salary:** Salary will be commensurate with experience, qualifications, and credentials.

**Application Deadline:** August 4<sup>th</sup>, 2021 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](mailto:ascchumanresources@amsamoa.edu).

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