



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: Office Clerk
Employment Status: Full Time / 12Months - Career Service

General Description:

The Office Clerk will assist the Office of Academic Affairs in the areas of filing, collecting data from instructors, running office errands, answering telephone calls, scheduling, dispersing materials to academic departments, making appointments and other duties required by Dean of Academic Affairs. .

Job Duties and Responsibilities:

Administrative

- Assist with preparing, proofreading, and editing office correspondence
- Answer the telephone and take messages for the Office of Academic Affairs
- Make appointments and inform the Dean of Academic Affairs of meetings and appointments
- Perform other duties as assigned by the Dean of Academic Affairs

Planning

- Establish a filing system for required reports and correspondence regarding job responsibilities
- Work with supervisor to set objectives and receive advice as needed
- Assist the Admissions and Records department in the registration period

Reporting

- Collect/update/input all semester course schedules, book orders, and monthly reports as submitted by department chairpersons and submit to the Dean for approval
- Collect/compile semester course syllabi for Dean's review

Minimum Requirements:

- High School Diploma
- Some college, or Associate's Degree
- Two to three years of working experience in Office Clerical
- One year of directly related experience in higher education

Salary: GS 10/05-10: \$13,017.00 - \$15,617.00 per annum

Application Deadline: June 30th, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429/466, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)