



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: Program Manager
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Program Manager (PM) oversees the fulfillment of UCEDD's project funded goals. The PM will work with coordinators on various projects without directly managing the activities. The PM should give detailed attention to the projects' strategic planning, delegation, and timeliness.

Job Duties and Responsibilities:

- Supervise staff; monitor grant projects to ensure goals and objects are met
- Devise new programs that support UCEDD's Five-Year Plan
- Strategize on fulfilling the goals of UCEDD and all its projects, its budget development, and its scope of work
- Evaluate and assess the programs' strengths and weaknesses
- Develop SOPs to ensure processes are in place to achieve objectives
- Facilitate meetings with partners to discuss program expansion
- Contribute to grant writing proposals, project reports, and compliance analysis
- Adhere to ASCC policies, and participate in institutional committees
- Work on additional assignments provided by the State Director

Minimum Qualifications:

- Master's degree
- Three years experience in Management and Disabilities
- Fluency in Samoan and/or other languages
- Good communication skills (writing and public speaking)
- Project management methodologies
- Respect for diversity
- Leadership skills
- Risk Management mindset
- Upbeat personality and energy
- Time Management skills
- Tech savvy
- Ability to build relationships amongst diverse communities and agencies

Salary: GS-15/09-11: \$30,035.00 - \$32,115.00 per annum

Application Deadline: January 11, 2022 no later than 4:00pm

AMERICAN SAMOA COMMUNITY COLLEGE
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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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