



American Samoa Community College
Samoan Studies Institute
EMPLOYMENT OPPORTUNITY

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

General Description:

The Samoan Studies Institute promotes the continuity of Samoan culture, traditions, language and heritage through an inter-disciplinary, comprehensive educational approach that focuses on academics, community, cultural outreach, and research/publications. The Administrative Assistant reports directly to the Director in support of SSI programs and staff.

Responsibilities and Duties:

Administrative

- Prepare staff and faculty timesheets
- Provide support services for faculty in Xeroxing handouts and other material

Technical

- Type and handle institute correspondence, SSI publications and research work.
- Be responsible for data input using SPSS for SSI surveys on Samoan language.
- Perform all filing work and maintain such filings
- Handle Xeroxing, collecting of, and binding of SSI publications.
- Take care of the general operation of the office and maintain cleanliness and safety.
- Handle all internal and external office communications, including incoming and outgoing telephone calls, memorandums and mail
- Have some knowledge or experience with computer programs such as excel.
- Perform other duties and as assigned by immediate supervisor.

Planning

- Assist Director and handle procurement of materials and supplies, equipment, and effectively follow-up on institute purchase requisitions, purchase orders and billings invoices.

Reporting

- Maintain a record of budget expenditures and balances and assist Director in budget preparation.
- Record and type minutes of SSI office meetings.
- Assist in the preparation of reports and respond to the professional needs of the staff and faculty.

Minimum Qualifications:

- High School Diploma with 2 – 3 years of work experience in office field OR
- Associate degree in Business or related field

Salary: GS-12/05-08:\$16,373.00 - \$18,323.00 per annum

Application Deadline: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu

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