



American Samoa Community College
Student Services Division
EMPLOYMENT OPPORTUNITY

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

General Description:

The successful candidate will perform a variety of work assignments related to the administrative services functions of the Student Services Division. The Administrative Assistant serves with full and continuing responsibility for providing all administrative services essential for the smooth execution of the functions of the Student Services Division. The he/she reports directly to the Dean of Student Services.

Responsibilities and Duties:

- Assist with fiscal and personnel management, and other management services pertaining to administration
- Recommend changes of existing policies, and adoption of updated policies and procedures for internal operations
- Conduct efficiency studies on staffing, equipment utilization and space management on assignment
- Compile and prepare reports on departmental or office expenditures for the Dean's budgetary projects and plans
- Assist in coordinating the preparation of the operation's monthly, annual and periodic reports and other special activity reports, and ensure that deadlines are met
- May supervise and train lower-level personnel in general clerical and technical functions
- May assist other branches within Student Services in accomplishing their mission and task
- Assist with all correspondence from administration internally and externally
- Assist and supervise office management and activities relating to administration and the Student Services Division
- Performs a wide variety of typing assignments which are sometimes confidential in nature; operate a computer to enter data, draft, revise, and print letters, tables, reports and other materials
- Greet and direct visitors, when appropriate; resolve routine administrative problems and answers inquiries concerning activities and operations of department/division; accept, screen, and route telephone calls; maintain log of inquiries as required
- Perform a range of staff and/or operational support activities; may serve as liaison with other departments/divisions on basic and/or operational matters
- Sort, screen, and distribute outgoing mail; draft or prepare responses to routine inquiries; prepare photocopies and facsimiles, operate a variety of office equipment
- Establish, maintain, process, and update files, records, certificates, and/or other documents
- Arrange meetings and conferences, schedule interviews and appointments, and perform other duties to maintain one or more individual schedules

- Order, stock, and distribute office supplies
- Perform miscellaneous job-related duties as assigned
- Perform other duties as required by the Dean of Student Services

Minimum Qualifications:

- Associate Degree in related field
- Possesses one (1) – three (3) years of demonstrated experience in related field
- Be computer literate in various program software, and
- Possess proficient communication, organizational and coordination skills, OR

In lieu of education degree, have certification and three (3) – five (5) years of administrative experience with the knowledge, skills and abilities outlined above.

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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