



**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 relating to the administrative services functions of the Student Services Division. The incumbent serves with full and continuing responsibility for providing all administrative services essential for the smooth execution of functions for Student Services Division. The incumbent reports directly to the Dean of Student Services.

**Responsibilities and Duties:**

- Assist on fiscal and personnel management, and other management services pertaining to administration
- Recommend changes of existing policies, and adoption of policies and procedures for internal operational use
- 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 help other branches within Student Services to accomplish 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; operates computer to enter data, draft, revise, and print letters, tables, reports and other materials
- Greets and direct visitors, as when appropriate; resolve routine administrative problems and answers inquiries concerning activities and operations of department/division; accepts, screens, and routes telephone calls; maintain log of inquiries as required
- Performs a range of staff and/or operational support activities; may serve as liaison with other departments/divisions on basic and/or operational matters
- Sorts, screens, and distribute and outgoing mail; drafts or prepare responses to routine inquiries; prepares photocopies and facsimiles, operates a variety of office equipment
- Establishes, maintains, process, and updates files, records, certificates, and/or other documents
- Arranges meetings and conferences, schedule interviews and appointments, and performs other duties to maintaining one or more individual schedules

**AMERICAN SAMOA COMMUNITY COLLEGE**  
P.O. Box 2609, Pago Pago, American Samoa 96799  
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- Orders, stocks, and distribute office supplies
- Performs miscellaneous job-related duties as assigned
- Purchases flowers, leis, cards, gifts for graduation keynote speakers and faifeau
- Purchases flower arrangements and other needed materials for graduation decorations
- Purchases consumables for meetings, and registration
- Process graduation logistics for the institution
- Takes and provides meeting minutes as requested by the Dean of Student Services
- Performs other duties as required by the Dean

**Minimum Qualifications:**

- Associate Degree in related field
- Possesses 1 – 3 years of demonstrated experience in related field
- Computer literate in various program software, and
- Possess 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:** GS-12/05-08:\$16,373.00 - \$18,323.00 per annum

**Application Deadline:** July 25<sup>th</sup>, 2022 no later than 4:00pm.

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](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu)

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