



**American Samoa Community College**  
*Samoan Studies Institute Office*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Videographer  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

Under the general direction of the Director of Samoan Studies Institute and the Senior Researcher, The Videographer assists in the performance of field and archival research in oral history and ethnography by recording and editing research and program materials that are of interest to the SSI, students, and ASCC. He/she will record the activities of SSI and ASCC and compile reports thereon as directed; maintain and repair equipment; coordinate field/research trips by staff and/or students; carry out anthropological logging and planning; and perform other duties as directed by the SSI Director and/or the Senior Researcher.

**Job Duties and Responsibilities:**

***Administrative***

- Assist with SSI daily operations and with the SSI outreach team
- Record SSI events, including students' final exams where they demonstrate practical skills such as *folafola sua*
- Update and monitor the SSI online media directory
- Catalog SSI documentaries and other raw footage, and make sure these materials are safe
- Maintain log of visits and all forms of requests for SSI Media
- Maintain the SSI website and Facebook page
- Assist with marketing SSI publications on social media
- Maintain protocol with documentations/recording
- Perform other related duties as assigned by the Director or Senior Researcher

***Technical***

- Record field and archival research in oral history and ethnography
- Record and edit research and program materials that are of interest to the SSI, students and ASCC
- Record activities of SSI and ASCC
- Maintain and repair equipment
- Safe keeping of SSI media equipment
- Assist the SSI review team
- Conduct periodic inventory of SSI publications
- Videotape program material for production using video cameras
- Edit and assemble final visual/audio programs
- Tests all equipment to determine technical quality of recording, audio and lightning apparatuses

***Planning***

- Carry out anthropological logging and planning

- Record activities of SSI and ASCC and compile reports

**Minimum Qualifications:**

- Associate's degree in a directly related field
- In lieu of degree, at least four (4) years of experience in ethnographic studies and/or video recording

**Salary:** GS 12/05-11: \$16,373.00 - \$20,273.00 per annum

**Application Deadline:** August 23, 2021 no later than 4:00pm

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](mailto:ascchumanresources@amsamoa.edu).

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