



American Samoa Community College
Bookstore Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Bookstore Officer
Employment Status: Full-Time 12 months (Career Service)

General Description:

The Bookstore Officer reports directly to the Vice President of Administration & Finance.

Responsibilities and Duties:

Category 1: Administrative

- Develops and submits for the approval of the Vice President of Administration and Finance annual plans and budget proposal for the Bookstore Budget
- Participates in local, institutional or College-defined committees and/or training(s) pertinent to planning that may impact or involve bookstore operations, and compliance (policy review, resource and management, leadership, certification, etc.)
- Participates as a member in the ASCC Accreditation Steering Committee; (Standard I.C, and III.D)
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the division's outcome plans
- Oversees the overall operations of bookstore personnel (manage and supervise) to ensure the continued improvement of bookstore services and achievement of approved outcome plans

Category 2: Technical

- Manages annual budget for the bookstore and submits the required annual budget outcome proposal
- Manages all bookstore cash sales, record-keeping and journal entries for all transactions
- Establishes a system for the timely ordering of books, educational materials, and resources for academic programs
- Manages all orders received, pricing, and shelving of new books when released from/by Procurement
- Manages, verifies and approves any/all bookstore charge sales (i.e.: ASCC departments, employee payroll deductions, PELL charges for students, etc.)
- Program Review: Coordinates and manages bookstore inventory as required by ASG, Federal, and ASCC rules and regulations

Category 3: Planning

- Coordinates the review and approval of all work schedules
- Reviews and approves all bookstore requisitions and budget plans
- Meets regularly (weekly, biweekly, monthly, etc.) with all bookstore staff to discuss institutional updates and the coordination of bookstore plans congruent to services offered
- Conducts and ensures that all bookstore staff are evaluated annually and evaluations are submitted to the Human Resources Office in a timely manner (Performance Evaluation)
- Recruits, recommends, and participates in the hiring of employees and maintains accurate records of employees' qualifications and credentials
- Meets monthly with the Vice President of Administration and Finance to provide the status of current and ongoing plans

Category 4: Reporting

- Provides in writing monthly service updates to the Vice President of Administrative Services and Finance
- Performs other duties as assigned by the Vice President of Administration and Finance

Minimum Qualifications:

- Bachelor's degree in Business Administration or related field with
- Four (4) – five (5) years of experience directly related to duties and responsibilities specified
- In lieu of degree, at least eight (8) years of experience directly related to duties and responsibilities specified
- Ability to work independently, communicate effectively on and off campus, and adapt to changing federal, local, and institutional rules, regulations and policies
- Able to maintain a high level of customer service orientation in fast-paced environment

Salary: GS-15/01-05: \$ 50,244.00 - \$ 54,924.00 per annum

Application Deadline: August 20th, 2026 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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