



American Samoa Community College
Student Services Division

IN-HOUSE EMPLOYMENT OPPORTUNITY

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

General Description:

Works under the Supervision of the Dean of Student Services to ensure compliance with the FERPA and institution policies. The successful shall coordinate and administer all phase of the institution's admissions process including student recruitment, advising and determination of eligibility.

Responsibilities and Duties:

- Provide consultation and advises prospective students on the application processes, admissions requirements and program offering when requested
- Assist and supervise application process for resident and nonresident students
- Works with the Counselors, Parents and other individuals concerning the Admissions processes
- Assess admission applications according to eligibility criteria
- Participates in faculty and committee meetings and maintains contact with other academic and student support departments
- Answers inquiries concerning admissions policies of the institution
- Monitors and reviews office operations for accuracy and compliance with appropriate including FERPA and immigration) and resolves related problems as they arise
- Coordinates and schedules admissions placement testing, new student orientation
- Assist and supervise admission applications data entry for student records (Ellucian)
- Determines if institutions are accredited through research and utilizing available legal resources and evaluate transfer transcript coursework for ASCC equivalencies
- Evaluates off-island academic transcripts and assign units for "transfer in" to student records
- Functions as liaison with the MIS in ensuring the accuracy and maintenance of the Colleague system for Admissions
- Works with division on local and federal reports such as IPEDS, College Survey, Compliance Assist, required weekly/monthly reports, and other required reports on Admissions data in reference to placement testing
- Supervises and delegates responsibilities for designated support staff
- Direct the workflow and supervise the processing of the Admissions paperwork; Perform office management duties; Reviews paperwork for accuracy and adherence to office and college policies and procedures in reference to admissions
- Supervises, trains, and evaluates office staff, determined and assigns work schedules, prioritizes employee assignments
- Independently composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources
- Serves as a resource to students, staff and others regarding policies and procedures governing the Admissions Office
- May represent Dean to other college offices, the public or outside organizations to gather or transmit information that affects the operations of the Admissions information
- Review administrative and internal operation procedure for efficiency and effectiveness and recommends improvements; establishes procedures to implement operational policies

- As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination, and supervision such as working cooperatively with other ASCC divisions relating to instructions
- Perform other duties as assigned by Dean of Student Services

Minimum Qualifications:

- Master's degree in Education or related field
- Four (4) to five (5) years of responsible experience in direct field
- Working knowledge of regulations governing federal, state, and institutional policies regarding Admissions
- Ability to work independently, communicate effectively on and off campus and must be able to learn and adapt changing federal, local, and institutional rules and regulations and policies
- Maintain 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: July 24th, 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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