American Samoa Community College
EMPLOYMENT OPPORTUNITY
Management Information System

Position Title:	**Information Officer**
Employment Status:	Full Time / 12 Months – Career Service

General Description:

The Information Officer (IO) reports to the Vice President of Administration and Finance. The IO provides leadership in formulating of policies and plans in the developmental and management of information communication technology (ICT) for the College. The duties and responsibilities of the IO include, but are not limited to the strategizing, planning, coordinating and implementing of information communication technology systems, encompassing all computer and telecommunication related functions.

Responsibilities and Duties:

- Provides Institution-wide leadership and policy direction in the management and operation of shared information services across ASCC.
- Participates in policy and decision making at pertaining to resource allocation and the future direction and control of proposed information systems.
- Leads the planning and development of the College's strategies for generating resources and/or revenues for information technology.
- Performs miscellaneous job-related duties as assigned by the Vice President of Administrative and Finance
- Leads, guides, and oversees the Institutional information technology budgeting process and provides leadership in cost and productivity analysis.
- Leads and coordinates the development and implementation of integrated, strategic MIS policies for the College.
- Provides direction and leadership in the review of the present IT systems and methods, and in the formulation of new and revised systems.
- Manages the MIS department and supervises MIS staff in their servicing, training, equipment trouble-shooting, documentation and other daily system support duties.
- Manages and leads multiple ongoing information and communication systems and projects, including but not limited to the ICT training program
- Reports, on the MIS Division for internal and external users.

Minimum Qualifications:

- Master's Degree in Information Communication Technology, Management Information or related field
- At least 3 to 5 years of experience directly related
- Knowledge and understanding of current & developing strategic information requirements of College.

- Strong interpersonal and communication skills
- Ability to work effectively with wide range of constituencies in the community
- Strong strategic planning and leadership skills
- Knowledge and understanding of academic and administrative functions of the College
- Skills in organizing resources and establishing priorities
- Organizational planning and developmental skills
- Ability to develop requests and evaluated proposals in reference to leading edge information services technology

Salary:
GS: 17/11-15: $ 40,364.00 - $45,044.00 per annum.

Application Deadline: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/474 ascchumanresources@amsamoa.edu

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AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 ● (684) 699-8606 (fax)