



American Samoa Community College
Vice President of Administration & Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant
Employment Status: Full Time 12 months (Career Service)

General Description:

The Administrative Assistant to the Vice President (VP) of Administration and Finance plays a crucial role in ensuring smooth operations within the department and supporting the VP in various administrative tasks. Responsibilities include maintaining data security and ethical record-keeping, compiling reports, managing correspondences, and documenting meetings. Additionally, the assistant serves as a liaison for clear communication among administrators, coordinates schedules and appointments, prepares documents, and facilitates meetings and events. Professionalism and commitment are key traits required for this role, along with the ability to manage diverse tasks as defined by the VP, all contributing to the college's mission and objectives.

Responsibilities and Duties:

Data Accountability:

- Ensures data security and adheres to ethical guidelines for record keeping and reporting.
- Prepares scheduled reports promptly for the Vice President of Administration and Finance.
- Manages incoming mail by sorting, attaching necessary files, and routing correspondences to the appropriate administrator.
- Takes notes during formal meetings using shorthand and transcribes them using various methods, including machine shorthand or voice recordings.
- Drafts and circulates routing correspondence on behalf of the Vice President of Administration and Finance to all College personnel.
- Maintains an organized filing system whether manual or electronic, and files all correspondences and other records securely.

Office Manager:

- Acts as a liaison between the Vice President of Administration and Finance and other administrators to ensure clear communications regarding meetings, deadlines, and administrative matters.
- Prepares various documents related to personnel, procurement, and financial transactions, ensuring accuracy and consistency.
- Manages the Vice President of Administration and Finance daily schedule and appointments electronically.
- Coordinates meeting logistics, including preparing agendas, reserving facilities, and recording meeting minutes.
- Arranges luncheons and schedules conferences for the Vice President of Administration and Finance.
- Handles telephone calls and arranges conference calls.
- Prepares outgoing mail and other formal correspondences, including emails, as needed.
- Provides copies of requested correspondence or other printed materials.

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

- Greets and directs visitors appropriately.
- Maintains office supplies and arranges equipment maintenance.

Professionalism:

- Manages administrative tasks as assigned by the Vice President of Administration and Finance, aligning with the college's mission.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Finance or Accounting, and/or Public Administration
- Five (5) to seven (7) years of related experience and/or training, equivalent to the level of position (Executive Level)
- Professional knowledge in Microsoft Office Suite Software and Digital Archiving, Fluent in English and Samoan. Good Communication and Writing Skills. Professional with Customer Service, and Confidentiality
- Must have driver's license

Salary: GS-12/02-05: \$31,252.00 - \$34,372.00 per annum

Application Deadline: June 14th, 2024 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.

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