



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

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

General Description:

The Money Follows the Person (MFP) Administrative Assistant position requires a person who is willing to work in a fast-paced environment-both as a team player and also independently. The applicant must be able to multitask, possess strong communication and organizational skills, be responsible for clerical and organizational tasks like file organizing, scheduling appointments, supporting MFP staff members, and drafting correspondence or messages. The applicant must have competent computer skills, and will work extensively with spreadsheets and graphics. They must be mindful of schedules and dates for all program events, training and outreach. The incumbent will undergo orientation to learn about MFP, its goals, and other necessary information.

Responsibilities and Duties:

- General clerical duties and MFP project support
- Execute information for MFP staff, community, and partners
- Conduct tasks by providing information, research, and recommendations on findings
- Communicate with advisory council members, develop meetings minutes, and disseminate required information
- Maintain equipment, inventory, and job order requests
- Responsible for project finances, procurement, and office requests within the institution
- Assist with reports, evaluations, and planning activities
- Report directly to the Project Director

Minimum Qualifications:

- AS or AA degree
- Minimum of 5 years of administrative assistant experience
- Experience in accounting or coursework
- Strong communication skills
- Good work ethics
- Valid driver's license

Salary Range: GS-10/03-07: \$22,297.00 - \$25,937.00 per annum

Application Deadline: July 20th, 2023 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”

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