



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

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

General Description:

The Project Manager will be responsible for managing two grant projects, and for planning, monitoring, and evaluating project tasks. The Project Manager must have critical thinking skills to resolve issues and achieve the objective.

Responsibilities and Duties:

Administrative

- Plan activities and determine available resources necessary to fulfill objectives
- Organize, monitor, and evaluate project tasks to be carried out with project staff within deadlines (supervision is required)
- Resolve issues to achieve the objective
- Collaborate and communicate with staff and partners

Technical

- Manage project budget in a manner feasible with achieving the objective
- Initiate transactions and communicate with Procurement, Finance, and Human Resources to fulfill them

Reporting

- Attend meetings, write reports, and organize the operation and project activities
- Report directly to the Project Director

Minimum Qualifications:

- Master's degree in direct field
- Three years of project management experience
- Professional knowledge and leadership skills to lead a diverse team
- Proactive and progressive planner
- Innovative strategist and analyst
- Maintains program integrity and work ethics
- Great communication skills
- Exemplary writing skills
- Financial Management skills
- Time Management skills
- Must have a valid driver's license

Salary Range: GS-13/06-11: \$40,612.00 - \$45,812.00 per annum

Application Deadline: November 15th, 2023 no later than 4:00pm

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

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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