



American Samoa Community College
Samoan Studies Institute Office
EMPLOYMENT OPPORTUNITY

Position Title: SSI Publication Clerk
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Publication Clerk is responsible for the safe keeping of all files and documents of SSI research, and all publication materials.

Job Duties and Responsibilities:

- Maintain confidentiality of highly culturally sensitive information and manuscripts
- Type and maintain SSI research and publications
- Take and maintain notes of SSI reviewing processes for its publications
- Ensure safe keeping of all SSI research and publications
- Oversee the issue of ISBNs
- Register ISBNs
- Assist with the formatting of documents to be published
- Assist the SSI review team
- Keep SSI references in order
- Conduct periodic inventory of SSI publications

Minimum Qualifications:

- High School Diploma
- Some college, or Associate's Degree

Salary: GS 11/03-05: \$13,169.00 - \$14,469.00 per annum

Application Deadline: June 30th, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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