



AMERICAN SAMOA
COMMUNITY COLLEGE

Board of Higher Education

EMPLOYMENT OPPORTUNITY

Position Vacancy Announcement: President

Employment Status: Full-Time, 12-Month Position (Two-Year Contract)

The Board of Higher Education invites qualified applicants for the position of President of the American Samoa Community College (ASCC).

GENERAL DESCRIPTION:

The President of the American Samoa Community College serves as the Chief Executive Officer of the institution and is responsible for providing visionary leadership, strategic direction, and executive management in support of the College's mission, vision, and strategic priorities. The President is accountable to the Board of Higher Education (BHE) and serves at its discretion under the terms of an employment contract approved by the Board.

The President is responsible for advancing the College as the premier institution of higher education in American Samoa by promoting academic excellence, student success, workforce development, financial sustainability, institutional effectiveness, and innovation. The President fosters a culture of integrity, accountability, collaboration, and continuous improvement while ensuring the College remains responsive to the educational, cultural, economic, and workforce needs of the Territory.

The President provides leadership in strengthening partnerships with government agencies, educational institutions, business and industry, nonprofit organizations, alumni, and community stakeholders. The President actively promotes the College through effective advocacy, marketing, public relations, resource development, grant acquisition, fundraising, and strategic partnerships to enhance enrollment, expand educational opportunities, and secure additional resources that support the College's long-term sustainability and growth.

The President ensures that all College operations comply with Board policies, accreditation standards, applicable federal and territorial laws, administrative regulations, and sound fiscal and governance practices. The President also represents the College locally, regionally, nationally, and internationally in advancing the mission and reputation of the American Samoa Community College.

RESPONSIBILITIES AND DUTIES

The President serves as the Chief Executive Officer of the American Samoa Community College and is responsible for providing visionary leadership, strategic direction, and executive management in support of the College's mission, students, employees, and the people of American Samoa.

I. Visionary Leadership and Strategic Planning

Provides visionary leadership in advancing the mission, vision, and long-term strategic goals of the College. Leads institutional planning, assessment, and continuous improvement while fostering academic excellence, innovation, student success, workforce development, and community engagement. Ensures the College remains responsive to changing educational, economic, and workforce needs.

II. Board Relations, Governance, and Policy

Serves as the Chief Executive Officer accountable to the Board of Higher Education and implements all policies adopted by the Board. Advises the Board on matters affecting the College, recommends new or revised policies, ensures timely and accurate reporting, and promotes transparent, ethical, and effective governance.

III. Financial Stewardship and Resource Management

Provides sound fiscal leadership through the development and administration of the College's operating and capital budgets. Ensures financial integrity, responsible stewardship of public funds, strong internal controls, compliance with applicable laws and regulations, and timely resolution of audit findings. Advises the Board on fiscal matters affecting the institution.

IV. Institutional Advancement, Resource Development, and External Relations

Provides leadership in securing financial resources that support the College's mission and strategic priorities. Cultivates partnerships with local, federal, regional, and international organizations; actively pursues grants, contracts, donations, endowments, and other funding opportunities; strengthens relationships with alumni, business, industry, government agencies, and community organizations; and promotes the College through effective marketing, public relations, advocacy, and legislative engagement to enhance enrollment, visibility, and institutional sustainability.

V. Academic Excellence and Student Success

Promotes excellence in teaching, learning, student services, workforce education, and academic innovation. Ensures programs meet accreditation standards, support student achievement, respond to community and employer needs, and foster equitable educational opportunities for all students.

VI. Human Resources and Organizational Leadership

Provides leadership for all personnel functions, including recruitment, appointment, evaluation, professional development, succession planning, employee engagement, and organizational effectiveness. Promotes a workplace culture founded on integrity, collaboration, accountability, mutual respect, and continuous improvement while ensuring compliance with employment laws and Board policies.

VII. Community Engagement and Government Relations

Serves as the official representative and chief spokesperson of the College. Builds productive relationships with government leaders, educational institutions, community organizations, traditional leaders, private industry, and other stakeholders. Represents the College at local, regional, national, and international meetings and advocates for initiatives that advance higher education and the interests of American Samoa.

VIII. Compliance, Accreditation, and Institutional Effectiveness

Ensures compliance with accreditation standards, Board policies, territorial and federal laws, grant requirements, and applicable regulations. Oversees institutional effectiveness through planning, assessment, data-informed decision-making, risk management, and continuous quality improvement.

Additional Responsibilities

Performs such other duties and responsibilities as assigned or delegated by the Board of Higher Education that are consistent with the position of President.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college or university in educational administration or a closely related field offered at the College.
- Minimum of ten (10) years of executive-level leadership and management experience in higher education or a comparable organization.
- Demonstrated leadership, communication, interpersonal, and organizational management skills.

PREFERRED QUALIFICATIONS:

- Earned doctorate in educational administration or a closely related field from an accredited institution.
- Minimum of five (5) years of executive leadership experience in higher education, preferably at a community college.
- Demonstrated ability to build collaborative relationships with internal and external stakeholders.

SALARY:

Salary is commensurate with qualifications, educational attainment, and relevant experience.

Application Deadline:

Friday, July 31, 2026 at 4:00pm

(Applications will be accepted for twenty-one (21) calendar days from the initial date of posting.)

How to Apply:

Applications are available from the American Samoa Community College Human Resources Office by calling (684) 699-9155, extension 3601. Applications may also be obtained online at www.amsamoa.edu or by contacting Human Resources Officer Sereima Asifoa at s.asifoa@amsamoa.edu.