



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Director
Employment Status: Full Time/12 Months – Career Service

General Description:

Reports directly to the President. The HR Director is responsible in development, implementation, and enforcement of ASCC Personnel policies, and employment procedures set by the American Samoa Administrative Code. The HR Director will oversee and monitor employment records and reports of ASCC. Promote professional development, training, counseling, morale incentives among employees and work performance evaluation.

Job Duties and Responsibilities:

- Provide on going orientation of Personnel Policies and Procedures.
- Develop, implement, monitor, and evaluate employment procedures specific to ASCC and submit for review by the President, Faculty, Senate, the Deans and Directors, prior to submission for the Board of Higher Education's approval.
- Work closely with the Deans and Directors to identify, create, and fulfill employment needs of ASCC.
- Maintain and update employment data base reflecting the Finance office's Payroll data.
- Supervise HR office operations and staff.
- Supervise the recruitment, screening and interviewing process of applicants, and process all new hire/regret procedures and orientation.
- Handle all grievances and seek legal opinion from assigned ASCC counsel.
- Schedule commendations of employees as regulated by ASCC policy through a formal awards events twice a year.
- Set work performance evaluation schedule for the calendar year and review/update of employment records.
- Review, research and report employment data for ASCC records, government and professional affiliates on a timely basis.
- Develop a weekly newsletter on campus communicating current activities occurring at ASCC..

Minimum Qualifications:

Master's Degree in Human Resources management is preferred or related field required. Good supervisory, interpersonal, and communication skills, and a working knowledge of computers are required.

Salary: Salary will be commensurate with degree and experience.
Application Deadline:

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436

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