



**American Samoa Community College**  
Security Division  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Security Guard I  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Security Guard I reports directly to the Security Officer, and serves as part of Campus Security for ASCC. He/she works on designated shifts; upholds all safety procedures of ASCC; patrols the entire campus; carries an after-hours phone; monitors time clock procedures for ASCC; and maintains a daily log of noticeable events and circumstances on a database for review by the Supervisor.

**Responsibilities and Duties:**

*Administrative*

- Keep office area clean and neat and maintain all duty regulations
- Understand safety procedures and security regulations set by ASCC
- Wear official uniform to work unless instructed otherwise
- Participate in all trainings (i.e. computer) in order to upgrade skills
- Maintain equipment required in the performance of job duties
- Make patrol rounds according to shift assignment
- Keep daily log monitoring the time clock, and any events or issues arising
- Monitor and answer phone calls after hours and on weekends
- Enforce campus security

*Reporting*

- Report to work on time for assigned shift
- Provide written reports of incidents during shift
- Perform other duties as assigned by Security Manager or Security Officer

**Minimum Qualifications:**

- High School Diploma
- Two years of direct experience and/or training
- Ability to write incident reports
- Willing to work all shift hours, including weekends
- Knowledge of safety and security procedures at ASCC and the ability to stand and walk for long periods
- Understanding of Hazmat, Standard Aid and CPR
- Fluency in Samoa and English
- Have a valid driver's license
- Certification is a plus

**Salary:** GS-06/04-07: \$16,640.00 - \$18,200.00 per annum

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

**Application Deadline:** March 27<sup>th</sup>, 2025 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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