

# Employment Opportunity

Re-advertisement [2]

EO No: 2024-005

**College of Micronesia–FSM**  
Human Resources Office P.O. Box 159  
Kolonia, Pohnpei, FSM 96941  
Phone: 691-320-2480 Email: hro@comfsm.fm

**Opening Date: October 11, 2023**

**Closing Date: November 9, 2023**

**Position and Salary:**

**Student Services Specialist II**  
**1/2/D-1/5/D \$8,501.00-9,579.00 PA**

“No extended benefits”

**Location:**

FSM-FMI Campus  
P.O. Box 286  
Colonia, Yap FM 96943

## **College of Micronesia – FSM Mission Statement**

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

## Values

**COMMITMENT EXCELLENCE TEAM**  
**LEARNER-CENTEREDNESS WORK**  
**PROFESSIONALISM**

**Duties:** Examples of work include but not limited to the following:

- Plan and implement recruitment efforts for the campus;
- Promote the campus programs and services in the FSM and abroad to attract prospective students;
- Update and maintain academic records of all students;
- Monitor academic progress of all students at all times;
- Maintain and update individual development plans for each student;
- Collaborate with faculty members to design, plan, and implement intervention programs (i.e., tutoring, student hall activities, counseling, etc.) to foster student success;
- Assist with placement tests and admission test of new students;
- Assist with registration process at the start of each semester;
- Improve and maintain good relations with all shipping agencies and other related prospective employers;
- Collaborate with FSM TC&I to ensure all graduating cadets meet maritime standards and requirements;
- Coordinate job placement for graduates;
- Provide counseling services to students;
- Provide other student services/activities to ensure students’ needs are met;

- Submit all required reports in a timely manner to supervisors;
- Assist with assessment of student services program;
- Assist in the development of annual budget;
- Maintain a database of students' information;
- Plan and implement activities for students (educational & fun);
- Assist with student services/activities at Yap Campus as necessary and delegated;
- Serve on assigned committees (FMI Disciplinary Committee, recruitment & Admissions Committee, etc.);
- Perform other related duties and responsibilities as maybe assigned.

**Minimum Qualifications:** Bachelor's degree from a US accredited four-year college with major coursework in educational counseling, social sciences, or related field, and two years of progressively responsible experience in providing education services, counseling or other assistance to students or related groups. *Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>.* **Knowledge of:** Methods and techniques used in personal and academic counseling; computer application (MS word, excel, etc.); good organizational skills; assessment and evaluation of programs and services; English proficiency, both oral and written. **Ability to:** Establish effective working relations with students, faculty, and staff; work effectively and efficiently with minimal supervision; learn and grow with the organization.

**Contact:** Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the college's website at [www.comfsm.fm](http://www.comfsm.fm).

### **Application Procedure**

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies college transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old; and
6. Court criminal background check not more than 6 months old.

Documents are to be submitted electronically to [hro@comfsm.fm](mailto:hro@comfsm.fm) (preferably as PDF attachments) or mailed to:

Human Resources Office  
College of Micronesia-FSM  
P. O. Box 159  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **November 9, 2023** followed by screening by the committee. Official and hard copies of college transcripts are required to be mailed/electronically sent directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy Manual

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The College of Micronesia–FSM is an equal opportunity employer.

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FSM Citizens are encouraged to apply