

Employment Opportunity

Re-advertisement [5]

EO No: 2024-009

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 17, 2023

Closing Date: November 16, 2023

Position and Salary:

Administrative Specialist III
H/8/B-H/12/A \$9,620.00 -\$11,168.00 PA

No Extended Benefits

Location:

Kosrae Campus/AHEC
P.O. Box 37
Tofol, Kosrae FM 96944

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
PROFESSIONALISM WORK

Duties: Serve as administrative assistant support to the FSM Area Health Education Center (AHEC) program at Kosrae Campus AHEC sub-center. Assist with center office set up and continue to provide administrative management and coordination of work activities per AHEC work plan. Ensure proper sub-center budget management, develop contracts, procurements, disbursements, monitor program expenditures, and prepare monthly fiscal reports. Participate in data collection, consolidation, and preparation of required project periodic reports. Facilitate communication links between FSM AHEC project office and community partners to identify health workforce training providers as required. Coordinate health related workforce-training activities. Facilitate and network between the local college campus for AHEC activities related to the COM-FSM nursing and public health programs. Coordinate local AHEC project “pipeline” activities to recruit young people into health careers. Communicate AHEC activities through newsletter. Coordinate AHEC program participation in local events such as health fair, population day, woman’s day, cultural and environment awareness events and activities. Perform other related duties as assigned. The position is under the administrative supervision of the AHEC Program Director at the National Campus with onsite supervision by campus instructional coordinator. Serve on committees.

Minimum Qualifications: Bachelor’s degree from a US accredited college, preferably in a health science or health education with three years of progressive work experience in the area of assignment. Foreign credentials must be equated to meet US standards using **World Education Services** at <http://www.wes.org>. **Knowledge of:** some familiarity with FSM health services workforce needs and College of Micronesia-FSM preferred. **Ability to** use office computing resources for program management and documentation. Use e-mail and search internet effectively and efficiently. Communicate effectively in English with on island and off island agencies and institutions both orally and in writing. Establish and maintain effective working relationship within college community and between the college and department of health services to promote the services of the AHEC program and form partnerships for meeting local health workforce

training needs. Keep records, make reports on project activities, produce simple quarterly newsletter. Familiarity and/or experience with distance learning course delivery modalities desirable.

Foreign credentials must be equated to US standards using **World Education Services** at <http://www.wes.org>.

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.

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. Unofficial college transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old;
6. Valid driver’s license; and
7. Court report [criminal background check] under 6 months old.

Documents are to be submitted electronically to 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 16, 2023** followed by screening by the committee or until filled. Official copies of college transcripts are require to be 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 and Procedure Manual.

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

FSM Citizens are encouraged to apply