

Employment Opportunity

Re-advertisement [5]

EO No: 2024-035

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

Opening Date: December 5, 2023

Closing Date: January 4, 2024

Position and Salary:

Student Services Specialist I
H/6/B-H/10/A \$8,884.00-\$10,314.00PA

“No extended benefits”

Location:

Kosrae Campus/OARR
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 WORK
PROFESSIONALISM

Duties: Reporting to the Student Services Coordinator and the Registrar, the incumbent will direct all facets of the operation of the OARR at the campus that include but not limited to, student recruitment and admission, student orientation, registration and records, commencement exercises, clearances and the following specific responsibilities:

1. Oversee and/or coordinate the early, regular and special registrations of students at Kosare Campus.
2. Maintain the academic records (in paper files) of students including but not limited to paper copies of add/drop forms, withdrawal cards and clearances, change of grade memoranda, change of major or IDPs, course substitution, instructor’s grade sheets, applications for graduation and others.
3. Serve as Kosrae Campus point of contact in terms of admissions and records.
4. Ensure confidentiality and privacy of student academic records.
5. Process admissions of new students, transfer students, including applications for readmissions.
6. Data entry of campus student records into the student information system (SIS). Ensure accuracy and/or completeness of student data posted into the SIS (including timely posting).
7. Collaborate with instructors and/or academic advisors in terms of providing accurate information essential to providing and/or ensuring effective advising, e.g., student progression towards degree completion, academic standing, etc.
8. Collaborate with OARR National Campus staff in preparing for and/or organizing commencement exercises.
9. Assist in the administration of the COM-FSM entrance test as a proctor.
10. Provide students with counseling (or advice) in terms of academic standing, degree completion, selection of major, etc.

11. Process and issue to college community stakeholders reports, such as but not limited to (however specific to Kosare Campus) enrollment reports, mid-term deficiency report and others.
12. Supervisor staff assistance for FAO and OARR as relevant.
13. Prepare monthly report and other routine reports as required by immediate supervisors.
14. Assis the college's registrar in conducting routine assessment to determine services effectiveness and program reviews.
15. Organize for proper electronic transmittal of necessary documents to the OARR at the National Campus.
16. Collaborate with OARR-National Campus in organizing college fairs and other related on campus activities.
17. Serve on committees and perform other duties.

Minimum Qualifications: Associate degree in Social Sciences, Business Administration, Information Technology or other related field from a US accredited college AND at least two years of successful work experience at the secondary and/or postsecondary level. Bachelor's degree is preferred. Considerable knowledge of records management principles, procedures and current practices. Ability to analyze record keeping systems, security and access controls and facilities; identify issues and areas of improvement and recommend policy changes, systems and equipment to address them; exercise independent judgment and make decisions with minimal direction and guidance; communicate clearly and concisely, both orally and in writing; plan, organize, set priorities and accomplish tasks with minimal supervision; and establish and maintain good working relationships with college administrators, faculty, staff, and external agencies and/or offices. Knowledge of current trends in information technology pertaining to security, retention and destruction; Skill in interpreting and applying laws, regulations (FERPA) and applicable accreditation standards and requirements. Proficient in use of office suites, presentation software, spreadsheets, communication and collaboration tools, database, document imaging software, and others.

Contact: Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the 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. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old; and
6. Criminal background check under 6 months old

Documents are to be submitted electronically to hro@comfsm.edu.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 **January 4, 2024** followed by screening by the committee. Official and hard copies of college transcripts are require to be mailed 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.

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

FSM Citizens are encouraged to apply