

# Employment Opportunity

EO No: 2024-097

**College of Micronesia–FSM**  
Human Resources Office  
P.O. Box 159  
Kolonia, Pohnpei, FSM 96941  
Phone: 691-320-2480 Fax: 691-320-2479

**Opening Date:** June 3, 2024

**Closing Date:** July 2, 2024

**Position and Salary:**

**Vice President for  
Administrative Services  
T/3/D \$45,085.00 PA**

Position is eligible for housing and transportation benefits

**Location:**

National Campus  
P.O. Box 159  
Kolonia, Pohnpei FM 96941

## **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



**Area of Responsibilities:** Reporting to the President, the Vice President for Administrative Services (VPAS) provides leadership that supports the College of Micronesia – FSM’s goals and strategic plan for the administrative functions of the college. The VPAS provides leadership for and oversight of the operations of the following offices and administrative functions: Business Office, Maintenance & Facilities (infrastructure), and the administrative functions of all college campuses through the campus deans.

## **Essential Duties:**

- **Governance** - The VPAS is a key contributor to policy development and implementation. As a member of the College of Micronesia - FSM Senior Leadership Team (SLT) and head of its administrative team, the VPAS is responsible for ensuring that administrative services at the college support the achievement of its vision, mission, values, and strategic goals.
- **Planning & Budgeting** - Provides oversight for the development, implementation and reporting on strategic plans and sub plans (Annual Budgets and Plans, Infrastructure Development Plan, Maintenance Plans for Property, Equipment and Vehicles, etc.) for the college and linking planning, evaluation, and resources allocation.
- **Project management** – Demonstrates fluency with best practices, project management apps and tools.

- **Innovation** – Provides visionary leadership with innovative approaches and implementation in administrative service areas.
- **Capacity building and succession planning** – co-develops work plans for direct reports that build capacity in both current and aspirational competencies in alignment with strategic priorities.
- **Integrity** - Promotes the development of an evidence-based, decision-making culture for the college.
- **Community Engagement** – Promotes effective partnerships with community organizations, government agencies, state departments of education and other entities that are involved with COM-FSM programs and services.
- **Information Technology** – Fluent with electronic/online scheduling, project management, operational apps for increased efficiencies, collaborates with the college IT department to secure relevant IT equipment and systems to improve and enhance operations, keeps abreast of changing technologies and updates Admin Services’ electronic/online operational systems and equipment as required.
- **Administration** – Ensures effective and efficient administrative services.
- **Continuous Improvement** - Ensures continuous improvement for self, Admin Services staff and all offices and functions of the Department.

**Minimum Qualifications:** This position requires a bachelor’s degree in Business, Finance, Management or equivalent, enrollment in a relevant master’s program, relevant certifications and a strong background and experience in planning, innovation, project management, information technology, finance and budget development, facilities master planning, business and risk management; an effective, proactive and collaborative leadership style with a proven record of managing technological and organizational change; and an ability to understand the mission, goals and objectives of a two-year community college with a strong tradition of shared governance. The preferred candidate will be well-versed with internal and external budget processes and be able to communicate effectively with external constituencies. Familiarity with higher education policies and practices is essential to the function. Applicants must have a minimum of five years related experience as a manager in a comparable organization.

In addition to appropriate education, experience and technical skills, qualified candidates must be open and effective communicators and leaders who share information for decision-making and appreciate working in an environment where collaboration and consultation are highly valued. They will be problem solvers and agents of organizational change and development. They will be expected to understand and redesign business systems and processes; to instill and reinforce high-level service orientation among reporting units; to demonstrate effective stewardship of resources; and to develop the full potential of staff.

**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 qualifications 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](mailto: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.)

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Applications will be accepted until **July 2, 2024**. Official copies of college transcripts are required 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 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