



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Department of Academic Affairs

Position Title: Health Science Instructor
Employment Status: Full Time / 10 Months – Career Service

General Description:

The ASCC Health and Human Services Department supports and prepares students who are interested in majoring and pursuing a career in the fields of allied health or human services. The department offers Associate degrees in Health Science and Human Services, and Certificates of Proficiency in Guidance and Counseling and Public Health for students who plan to transfer to a four year institution off – island or seek local employment in the related professions. The Health and Human Services Department is directly under the Academic Affairs Division and supervised by the Chairperson.

Job Duties and Responsibilities:

- Collect, prepare, and present instructional materials for all classes taught
- Prepare and distribute all syllabi/outlines in a timely manner, as requested by Academic Affairs.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester. Note that loads may vary between 14 and 16 credit hours per semester.
- Teach each class as scheduled and supervise examinations, field trips, internships, service learning activities, and practicum
- Maintain attendance and scholastic records, and submit these to the Admissions and Records Office at the assigned date every semester/session.
- Participate as an active member in the Student Learning Outcome (SLO) review process
- Develop, implement, and assess SLOs for each course taught.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Academically advise assigned students regarding their chosen program of study
- Assist and provide students with information on career, academic referrals, and transfer opportunities
- Assist with the registration process. Participate in faculty orientation, commencement exercises, and professional development activities.
- Post and maintain class schedules and office hours for student assistance
- Provide safety measures and fully exercise the enforcement of these measures in the classrooms
- Actively participate and contribute to any college committee and extra-curricular functions
- Assist and enforce all college rules and regulations

AMERICAN SAMOA COMMUNITY COLLEGE
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- Perform other duties assigned by the Department Chairperson or the Dean of Academic Affairs.

Minimum Qualifications:

- Master's Degree in Health related disciplines (Medicine, Nursing or Public Health) with three (3) years of teaching experience at a two- or four-year college or university.
- Must be computer literate

Salary: *TS 05/07 – 09: \$ 27,662.00 - \$ 29,289.00 per annum*

Application Deadline: *May 8, 2019 no later than 4:00pm.*

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 401/428/441), or by emailing ascchumanresources@amsamoa.edu.

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