



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Department of Academic Affairs

Position Title: Language and Literature Instructor
Employment Status: Full Time / 10 Months – Career Service

General Description:

The successful candidate will report directly to the Academic Chairperson of the Languages and Literature Department. The department offers intensive English writing courses aimed at developing and strengthening thinking and writing skills for effective communication of ideas. It emphasizes a variety of approaches to writing, research, organizational techniques and effective writing processes. The literature courses emphasize analytical reading and appreciation of literary works that allow students to develop a broader, deeper, keener understanding of their world and the worlds they read about. The skills acquired prepare students for both academic studies and the work place.

Job Duties and Responsibilities:

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute course syllabi/outlines for each course during the first week of instruction.
- Teach a full instructional course load of 15 credit hours or 225 instructional contact hours per semester. However, loads may vary between 12 and 16 credit hours per semester.
- Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner as requested by Academic Affairs
- Teach each class as scheduled and supervise examinations, field trips, internships, service learning activities and practicum.
- Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester/session.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses taught with the department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of SLO review, program review, and student assessment.
- Academically advise students regarding their chosen program of study.
- Provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process; participate in faculty orientation, commencement exercises, and professional development activities.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Actively participate and contribute to college committees and extracurricular functions.
- Observe and enforce all ASCC rules and regulations.

- Perform other duties as may be required by the department Chairperson, Dean of Academic Affairs, and/or the Vice President of Academic and Student Affairs.

Minimum Qualifications:

- Masters Degree in literature / composition or a related field.
- At least three (3) years of teaching experience in college freshman and sophomore composition, reading and literature at a two or four year university/college.
- Must demonstrate knowledge in curriculum development, and good analytical and interpersonal skills.
- Must also be computer literate (Microsoft Word, Excel, etc.)

Salary: *Salary to commensurate with experience, qualifications, and credentials*

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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