



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: Architectural Drafting Instructor
Employment Status: Full Time/10 Months (One Year Contract)

General Description:

Instructor will report directly to the Chairperson of the Trade and Technical Department (TTD). This department is committed to the offering of Certificates and Associate of Science degrees with instructional programs and courses based on national standards and community input for each field of study. TTD programs are designed to prepare students for entry-level employment and to upgrade and improve current employees' vocational and technical skills.

Job Duties and Responsibilities:

- Prepare a syllabus for each class/course and assist in developing and/or modifying program curriculum
- 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
- Academically advise students regarding their chosen program of study
- Post and maintain class schedule and office hours for student assistance
- Observe, monitor and remain in compliance with established safety rules, practices and procedures pertaining to industrial workspaces, comply with all TTD, local and federal environmental and health regulations and policies
- Work as a team with other instructors in developing departmental mission, programs, and courses, and assist in the implementation of departmental projects, under the Director's supervision
- Keep office hours to assist students and serve as their advisor
- Be physically on campus at a minimum of six hours each day of class or as required
- Serve on one or more of ASCC committee, upon approval of the TTD Director
- Work with Advisory Council to align courses with industry standards
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught
- Share SLO data collected from courses taught with department and other college stakeholders, and provide recommendations for improvement and student learning
- Participate in the different levels of SLO review, program review, and student assessment
- Work with Advisory Council to promote, outreach, and recruit students for the program
- Perform other duties as assigned by TTD Director

Minimum Qualifications:

- Associate Degree in related field. In lieu of degree, must have seven years of progressive experience in related fields
- Knowledge of skills in and experience with closely related fields

- Current certification and licensure from a U.S. recognized institution in closely related field highly required
- Ability to work as a team with other instructors and administration
- Demonstrated abilities of and proficiency skills with latest mechanical engineering technology tools, equipment, standards, theorems and practices
- Ability to teach and convey content of subject courses to students
- Good writing and verbal skills,
- Computer literacy

Preferred Qualifications:

- Bachelor degree in Architectural Drafting
- Current professional certification or licensure from a U.S. institution within its perspective field
- Ten or more years of progressive work experience in Drafting
- Five or more years experience teaching Architectural Drafting at a two year or a four year institution
- Fluency in both English and Samoan

Salary: Salary will be commensurate with degree and experience.

Application Deadline: October 22nd, 2021 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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