



**American Samoa Community College**  
*Department of Academic Affairs*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Business / Accounting Instructor  
**Employment Status:** Full Time/10 Months

**General Description:** The Business Instructor reports directly to the Academic Chairperson of the Business Department. The Business program provides quality education in Accounting, Business Management, Office Administration and Technology. The intent of the program is to ensure that ASCC graduates are equipped to enter the work force, start a business, continue their education, and become productive participants in today's global, high-tech economy and competitive workforce. In addition, the department collaborates with various community businesses as partners in job placement and education improvement.

**Job Duties and Responsibilities:**

- Collect, prepare, and present instructional materials for all classes taught.
- Prepare and distribute in a timely manner all syllabi and outlines for each class taught.
- 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 and session.
- Develop, implement, and assess Student Learning Outcomes (SLO) for each course taught.
- Participate as an active member in the SLO review process
- 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 Business major 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 keep office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classrooms.
- Serve the community through service learning.
- Actively participate on one of college committees and at extra-curricular functions.
- Assist and enforce all college rules and regulations.
- Perform other duties assigned by the Department Chairperson or the Dean of Academic Affairs.

**Minimum Qualifications:**

Masters Degree in Business Administration, with a Bachelor's Degree in Accounting from a U.S accredited institution; or Masters in Business Education with emphasis in accounting from a U.S accredited institution. Two or three years of college or university classroom level teaching in Accounting. Two to three years of progressive experience in management leadership skills. Possess excellent communication skills (written/spoken).

**Preferred Qualifications:**

Masters Degree in Business Administration, with Bachelor's Degree in Accounting from a U.S accredited institution or Masters in Business Education with emphasis in Accounting from a U.S accredited institution. CPA (USA credentials only) experience is highly advantageous. Two to three years of college or university classroom level teaching in Accounting. Two to three years of progressive experience in management leadership skills.

**Salary:            Salary will be commensurate with degree and experience.**

**Application Deadline: November 17<sup>th</sup>, 2020 no later than 4:00pm.**

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 456/466/460, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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