American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: **Computer Science Faculty**
Employment Status: **Full Time / 10 Months – Two Year Contract**

General Description:
The successful candidate for this position will report directly to the Academic Chairperson of the Computer Science Department. This department is committed to offering institutional programs and courses based on national standards and community input for each field of study. These programs are designed to prepare students for entry – level employment and/or to upgrade employees' technical skills. Upon successful completion of the programs, students are conferred Certificates of Completion or Associate of Science degrees.

Job Duties and Responsibilities:
- 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 all syllabi and outlines for each subject during the first week of instructions
- Academically advise students regarding their chose program of study
- Post and maintain class schedule and office hours for student assistance
- Teach each class as scheduled and supervise examinations, field trips, internships, service-learning activities, and practicum
- Collect, prepare, and present instructional materials for all assigned subjects to be taught
- Provide students with information on career, academic referrals, and transfer opportunities.
- Assist with the registration process; and participate in faculty orientation, commencement exercises, and professional development activities
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Assist and enforce all college rules and regulations.
- Maintain attendance and scholastic records, and submit these to the Admissions and Records Office at the assigned due date every semester/session
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.

- Use data on SLOs collected from courses taught, share this data with the department and other college stakeholders, and provide recommendations for improvement of student learning
- Perform other duties assigned by the Department Chairperson or the Dean of Academic Affairs.

Minimum Requirements:
- Master's Degree in IT and networking
- Two to four (2 – 4) years of progressive work experience in ICT or closely related fields
- Five to seven (5 – 7) years of experience in teaching technical courses at a two-year or four-year institution
- Professional knowledge in Educational and Technology Application
- Knowledge and skills in Information Communication Technology, electronics or closely related fields
- Strong organizational skills
- Ability to work as a team with other instructors and the administration
- Ability to serve as technician in support of Computer Science Department technology, equipment, local network system, etc.

Salary: TS-01/10-TS-03/01: $43,136.00 - $45,557.00 per annum

Application Deadline: May 25th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606, online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu

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