



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

**Position Title:** Health Science Instructor  
**Employment Status:** 10 Months Full Time/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, a 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
- 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: December 17<sup>th</sup>, 2018 no later than 4:00pm.**

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 ext. 460/466/454, or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

*“An Equal Opportunity/Affirmative Action Employer – And a Drug-Free Workplace”*