



**American Samoa Community College**  
*Student Support and Learning Services Office*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Math Tutor  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

The ASCC Student Learning Assistance Center is seeking a Math Tutor. The Center's objective is to provide the students of ASCC with free and exceptional tutorial services for Math and English.

**Job Duties and Responsibilities:**

- Coordinate appointments between students seeking tutorial services and peer-tutors
- Conduct tutorial services with students on a daily basis
- Work collaboratively with the Student Support Learning Services (SSLS) Manager under the supervision of the Dean of Student Services to ensure that SSLS provides a strong tutorial program
- Perform other duties as assigned by SSLS Manager or Dean of Student Services

**Minimum Qualifications:**

- Associate's Degree in related field,
- Have two to three (2 – 3) years of experience in directly-related field
- Have knowledge of Family Education Rights and Privacy Act (FERPA)
- Have proficient communication, active listening, computer skills, and interpersonal skills
- In lieu of education degree, have certification and four to five (4 – 5) years of experience with the knowledge, skills and abilities as outlined above.

**Salary:** GS 12/05-14: \$16,373.00 - \$22,223.00 per annum

**Application Deadline:** Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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