



American Samoa Community College
Samoan Studies Institute
EMPLOYMENT OPPORTUNITY

Position Title: Samoan Language / Culture Instructor
Employment Status: Full Time/Career Service

General Description:

This position is within the Samoan Studies Institute (SSI), and the successful candidate will be responsible for academics in the field of Samoan Language & Culture. The successful candidate will report directly to the department chair and to the Director of SSI, and will support the ASCC mission and core values. Instructor will develop and implement assessment of student learning for improvements to instruction and learning.

Job Duties and Responsibilities:

- Collect, prepare and present instructional materials for all classes to be taught.
- Teach a full instructional course load of 15 credits or 225 instructional contact hours per semester. However, loads may vary between 12 and 16 credits per semester.
- Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner.
- Teach each class as scheduled and supervise examinations for each subject taught.
- Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester / session.
- Academically advise students majoring in Samoan Studies.
- Develop, implement and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses taught with the SSI and other college stakeholders, and provide recommendations for improvement on student learning.
- Participate as an active member in the Student Learning Outcome review process.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Assist and provide students with career information, academic referrals and transfer opportunities.
- Assist with the Registration process. Participate in faculty orientation, commencement exercises and professional development activities.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Actively participate in and contribute to college committees and extracurricular functions.
- Post and maintain class schedules and office hours to assist students
- Assist and enforce all ASCC rules and regulations.
- Perform other duties as assigned by the Academic Department Chairperson or Director of Samoan Studies Institute.

Minimum Qualifications:

- Masters Degree in Samoan Studies or any related area
- Four years of experience in both work and education

- Familiarity with American Disabilities Act, ASCC Policies, FERPA, and Samoan Culture. Ability to work with students, management, computer software, etc. Good written and oral communication, collaboration, problem solving, organizing, assessment / evaluation, networking, planning, research, scheduling and class methods. Ability at writing, public speaking, and grant writing. Required to speak fluent Samoan, and be willing to travel and work long hours.

Salary: Salary to be commensurate with experience, qualifications, and credentials.

Application Deadline: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office. 699-9155 Ext. 403/335/436 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu.

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