



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

**Position Title:** Social Science Instructor  
**Employment Status:** Full Time / 10Months – Career Service

**General Description:**

The instructor reports to the Social Science Chairperson and supports the ASCC mission and core values. He/she will provide instruction to fulfill the general education requirements for all Associate of Arts and Associate of Science degree programs. The instructor will develop and implement assessment of student learning for improvements to instruction and learning. The skills acquired in Social Science courses prepare students for both academic studies (college transferability) and the gainful employment.

**Job Duties and Responsibilities:**

- Collect, prepare, and present instructional materials for all classes to be taught.
- Prepare and distribute course syllabi/outlines for each subject during the first week of instructions.
- Teach a full instructional course load of at least 15 credits or 225 instructional contact hours per semester. However, loads may vary between 12 and 16 credit hours per semester.
- Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner as requested by the program chairperson and Dean of Academic Affairs.
- 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 by the assigned date every semester / session.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses taught with the 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.
- 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 to assist students.
- Provide safety measures and fully exercise the enforcement of these measures in the classrooms.
- Actively participate in college committees and extracurricular functions.
- Observe and enforce all ASCC rules and regulations.
- Perform other duties assigned by the Department chairperson and Dean of Academic Affairs.

**Minimum Qualifications:**

- Master's Degree in History, and emphasis on World, U.S., and Pacific History, Political Science, or Anthropology.
- Must have at least three (3) years of teaching experience in History at a two or four year university/college.
- Must demonstrate knowledge in curriculum development, good analytical and interpersonal skills.

- Must also be computer literate (Microsoft Word, Excel, etc.)

**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 (699-9155 Ext. 460/466/454 or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu)).

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