



American Samoa Community College
Academic Affairs Division – Social Science Department
EMPLOYMENT OPPORTUNITY

Position Title: Social Science Instructor
Employment Status: Full Time 10 months (Career Service)

General Description:

Instructor will report directly to the Social Science Chairperson and will support the ASCC Mission and core values. Instructor will provide instruction to fulfill the General Education requirements for all Associate of Arts and Associate of Science degree programs. Instructor will develop and implement assessment of student learning for improvements to instruction and learning. The skills students acquire in the Social Science Department prepare them for both academic success (including college transferability) and the work place.

Responsibilities and Duties:

- Collect, prepare, and present instructional materials for all classes taught.
- Prepare and distribute all syllabi and outlines for each class taught 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 in Social Science. 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
- Post and maintain a class schedule with office hours to assist students
- Participate in the different levels of Student Learning Outcome (SLO) review, program review, and student assessment
- Develop, implement, and assess SLOs for each course taught
- Develop, assess, and utilize data from student learning outcomes (SLOs) at the course, program, and institutional levels.
- Maintain attendance and scholastic records, and submit the required records to the Admissions and Records Office at the assigned date every semester and/or session.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Academically advise assigned students regarding their chosen program of study.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist and provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process.
- Actively contribute to college and/or academic committees and extra-curricular functions.
- Assist, follow, and enforce all ASCC rules and regulations.
- Perform other duties assigned by the Academic Department Chairperson or Dean of Academic Affairs.

Minimum Qualifications:

- Master’s degree in History and emphasis on World, U.S., AND Pacific History, Political Science, Anthropology
- Two to three years of college or university level teaching in related field
- Ability to communicate effectively both verbally and in writing
- Must demonstrate knowledge in curriculum development
- Must have good analytical and interpersonal skills
- Must be computer literate
- Fluent in English and Samoan

Salary: TS-03/01-05: \$45,557.00 - \$48,813.00 per annum

Application Deadline: April 30th, 2025 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 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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