



American Samoa Community College
Student Services Division – Student Support & Learning Services Department
EMPLOYMENT OPPORTUNITY

Position Title: English Tutor
Employment Status: Full Time 12 months (Career Service)

General Description:

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

Responsibilities and Duties:

Administrative

- Coordinate appointments with students seeking tutorial services
- Conduct tutorial services with students on a daily basis
- Work collaboratively with the Student Support Learning Services (SSLS) Manager
- Make sure all computers are available and working for tutorial services
- Follow up on progression of students
- Keep lab clean, safe and presentable
- Perform other duties as assigned by SSLS Manager, and/or the Dean of Student Services

Minimum Qualifications:

- Associate's Degree
- Two to three years in direct field or related
- Professional knowledge in Family Education Rights and Privacy Act (FERPA)
- Have proficient communication, active listening, computer skills, and interpersonal skills

Salary Range: GS-10/03-04: \$22,297.00 - \$23,207.00 per annum

Application Deadline: October 8th, 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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