



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

**Position Title:** Business/Accounting Instructor  
**Employment Status:** Full Time / 10 Months - Career Service

**General Description:**

The Business Instructor reports directly to the Academic Chairperson of the Business Department. The Business Department provides quality education in Accounting, Business Management, Office Administration and Technology. The intent of the program is to ensure that ASCC graduates are equipped to enter the work force, start a business, continue their education and become productive citizens in today's global, high-tech economy and competitive workforce. Moreover, the department collaborates with various community businesses as partners in job placement and education improvement.

**Job Duties and Responsibilities:**

- 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.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester. 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
- Maintain attendance and scholastic records, and submit these to the Admissions and Records Office at the assigned date every semester and session.
- Participate as an active member in the Student Learning Outcome (SLO) review process
- Develop, implement, and assess 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 Business majors regarding their chosen program of study.
- Assist and 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 keep office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Serve the community through service learning.
- Actively contribute to one of college committees and extra-curricular functions.
- Assist and enforce all college rules and regulations.

- Perform other duties assigned by the Department Chairperson or the Dean of Academic Affairs.

**Minimum Requirements:**

- Master's degree in business administration and
- Bachelor's degree in Accounting from a U.S. accredited institution
- Two to three (2-3) years of college or university level teaching in Accounting or related field
- Must demonstrate knowledge of curriculum development
- Must have good analytical and interpersonal skills
- Must also be computer literate (Microsoft Word, Excel, etc.)

**Salary:** TS-01/10-TS-03/01: \$43,136.00 - \$45,557.00 per annum

**Application Deadline:** June 23<sup>rd</sup>, 2023 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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