



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

**Position Title:** Criminal Justice Instructor  
**Employment Status:** Full Time / 10 Months - Career Service

**General Description:**

The Criminal Justice Instructor reports directly to the Academic Chairperson of the Criminal Justice Department, which provides instructional programs in criminal justice, forensic science and pre-law. The program is designed to provide students with academic entry-level career preparation in the field of Criminal Justice, and the abilities and skills for career upgrades and/or transfer to a four-year institution. The instructor, under the direct supervision of the Academic Department Chair and / or the Dean of Academic Affairs, must be committed to serve and assist students.

**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 12 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 Criminal Justice majors regarding their chosen program of study.
- Assist and provide students with information on careers, 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 ASCC rules and regulations.
- Perform other duties assigned by the Department Chairperson or the Dean of Academic Affairs.

**Minimum Requirements:**

- Master's degree in Criminal Justice, administration of justice on any other related areas
- Two to three years of college or university level teaching in the Criminal Justice field
- Three years of practical experience in law or in the Criminal Justice field
- Must demonstrate knowledge in curriculum development, and have a good analytical and interpersonal skills
- Must be computer literate

**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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