



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: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429/466, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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