



American Samoa Community College
Student Support and Learning Services Office
EMPLOYMENT OPPORTUNITY

Position Title: English Tutor
Employment Status: Full-Time/12-Month (Career Service)

General Description:

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

Job Duties and Responsibilities:

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

Minimum Qualifications:

- Associate's Degree in related field,
- Have two to three (2 – 3) years of experience in direct field
- Have knowledge of Family Education Rights and Privacy Act (FERPA)
- Have proficient communication, active listening, computer skills, interpersonal skills
- In lieu of education degree, have four to five (4 – 5) years of experience with knowledge, skills and abilities outlined above.

Salary: GS 12/05-14: \$16,373.00 - \$22,223.00 per annum

Application Deadline: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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