



**American Samoa Community College**  
*Student Support and Learning Services Office*  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

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

**General Description:**

The ASCC Student Learning Assistance Center is seeking a Math 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 and peer-tutors
- Conduct tutorial services with students on a daily basis
- Work collaboratively with the Student Support Learning Services (SSLS) Manager under the supervision of the Dean of Student Services to ensure that SSLS provides a strong tutorial program
- Perform other duties as assigned by SSLS Manager or Dean of Student Services

**Minimum Qualifications:**

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

**Salary:** Salary will be commensurate with experience, qualifications, and credentials.

**Application Deadline:** August 4<sup>th</sup>, 2021 no later than 4:00pm

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](mailto:ascchumanresources@amsamoa.edu).

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