



American Samoa Community College
Academic Affairs Division / Teacher Education Department
EMPLOYMENT OPPORTUNITY

Position Title: TED/ASDOE Recruiter/Data
Employment Status: Full Time 12 months (One Year Contract)

General Description:

The successful candidate for this position will recruit in-service teachers to attend the American Samoa Teacher Education Program (ASTEP) and keep data of teachers' enrollment and participation every semester.

Responsibilities and Duties:

- Coordinate and schedule school site visits for recruiting
- Design, develop and distribute pamphlets/brochures and other educational information
- Develop a good rapport with Department of Education (DOE) Elementary and Secondary Leaders and Teacher Quality
- Keep data on demographics of in-service teachers for reporting
- Provide disaggregated data showing teachers' rates of success and progress
- Participate in workshops and set up information booths at various venues
- Work with the Teacher Education Department (TED) Lumana'i Educators Association (LEA) for outreach/recruiting purposes
- Collaborate with TED Director and TED Administrative Assistant
- Submit a monthly report to the Dean of Academic Affairs and the Office of Institutional Effectiveness
- Maintain records of all teachers recruited in program.
- Keep travel log and sign-in sheets, and provide a weekly visitation schedule to sites
- Create incentive activities for in-service teachers each semester, such as: Educators Night
- Perform other duties as assigned by the Program Director

Minimum Qualifications:

- Associate's degree
- One to four years of working experience in a directly/related field
- Computer literate in various program software, and
- Possesses proficient communication, organizational and coordination skills.

Salary Range: GS-12/05-08: \$16,373.00 - \$18,323.00 per annum

Application Deadline: June 23rd, 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, online at www.amsamoa.edu/employmentopportunities or by emailing ascshumanresources@amsamoa.edu.

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