



American Samoa Community College
Academic Affairs Division – Criminal Justice Department
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 programs are designed to offer student academic entry level career preparation, abilities and skills for career upgrade and for transfer to a four-year institution of higher education. The instructor, under the supervision of the Criminal Justice Chairperson and/or the Dean of Academic Affairs, must be committed to serve and assist students.

Responsibilities and Duties:

- 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 as requested by Academic Affairs.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester in Criminal Justice. Note that loads may vary between 14 and 16 credit hours per semester.
- Teach each class as scheduled and supervise examinations, field trips, internships, service- learning activities, and practicum
- Post and maintain a class schedule with office hours to assist students
- Participate in the different levels of Student Learning Outcome (SLO) review, program review, and student assessment
- Develop, implement, and assess SLOs for each course taught
- Develop, assess, and utilize data from student learning outcomes (SLOs) at the course, program, and institutional levels.
- Maintain attendance and scholastic records, and submit the required records to the Admissions and Records Office at the assigned date every semester and or session.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Academically advise assigned students regarding their chosen program of study.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist and provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process.
- Actively contribute to college and or academic committees and extra-curricular functions.
- Assist, follow, and enforce all ASCC rules and regulations.
- Perform other duties assigned by the Academic Department Chairperson or Dean of Academic Affairs.

Minimum Qualifications:

- Master's degree in Criminal Justice, Administration of Justice or 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
- Ability to communicate effectively both verbally and in writing
- Must demonstrate knowledge in curriculum development
- Must have a good analytical and interpersonal skills
- Must be computer literate
- Fluent in English and Samoan

Salary: TS-03/01-05: \$45,557.00 - \$48,813.00 per annum

Application Deadline: April 30th, 2025 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 or by emailing ascchumanresources@amsamoa.edu.

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