



American Samoa Community College
Student Services Division-Counseling Department
EMPLOYMENT OPPORTUNITY

Position Title: Counselor
Employment Status: Full Time 12 months (Career Service)

General Description:

The Counselor works in the Division of Student Services (DOSS) Counseling Services program. The Counselor assists students concerning their academic plans and progress, and their decisions concerning personal educational goals leading to graduation. This is a professional instructional counseling position that supports “College Life Planning”. The Counselor is expected to possess knowledge of ASCC academic programs, policies, procedures, and student support services within the scope of their responsibilities. The Counselor must be able to interpret students’ academic needs, as well as assist students who may be academically at-risk or confused.

Responsibilities and Duties:

- Advise students academically regarding ASCC academic general education and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources
- Teach “College Life Planning” course(s)
- Assist and participate with student registration, student recruitment, retention initiatives and various other activities related to DOSS and ASCC
- Assist in developing and revising counseling activities, regulations and procedures
- Assist with low grade period to coordinate counseling efforts between students and teachers
- Counsel students with social and emotional developmental issues as they attempt to deal with the challenges of achieving their educational goals
- Provide activities, workshops, training or seminars for students, staff, faculty or stakeholders concerning related issues on suicide prevention, sexual misconduct, college related policies and procedures, resources, etc. to increase awareness and understanding
- Responsible for peer activities/program on campus including recruitment and training of peer mentors for the program
- Assist students with documented disabilities requesting reasonable accommodations related to their disability
- Provide orientation of policies, processes and procedures, services and resources available on campus to assist students with disabilities in becoming independent students
- Develop and implement Student Learning Outcomes (SLO) for each course taught
- Share SLO course data with department and ASCC stakeholders, and provide recommendations for improvement
- Participate in the different levels of student learning outcome review, program review and student assessment
- Identify and develop a plan to help students overcome potential obstacles by finding solutions and options; follow up and encourage positive progress towards meeting student(s) academic and personal goals

AMERICAN SAMOA COMMUNITY COLLEGE
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- Provide community and/or college-wide outreach efforts
- Write reports and evaluations on counseling services effectiveness and challenges
- Maintain Counseling records and confidential student evaluation records
- Work collaboratively with the DOSS administrators and staff in meeting the academic needs of students
- Serve on appropriate department and/or college committees
- Assist students with setting immediate and long-term personal goals
- Perform related duties as required or deemed necessary to meet the ASCC mission and goals within the counseling services scope of responsibility
- Perform other duties as assigned by the Program Director of Counseling

Minimum Qualifications:

- Master’s degree in Counseling, Psychology, Sociology, or related field (Emphasis in Special Education / Disability or related field)
- At least five (5) years of academic counseling experience at the secondary or college level
- Knowledge of academic, career, aptitude, and personal training
- Ability to engage a diverse group of students, colleagues and stakeholders
- Effective oral, written and interpersonal communication skills
- Organizational skills and ability to prioritize tasks and meet deadlines
- Proficiency in Microsoft office programs, including Power Point, Word, and Excel with effective internet research skills
- Demonstrated ability to successfully handle multiple tasks concurrently, as well as the ability to work independently and/or as part of a team

Salary: GS-13/06-10: \$40,612.00 - \$44,772.00 per annum

Application Deadline: April 16th, 2026 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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