



American Samoa Community College
Academic Affairs Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Dean of Academic Affairs
Employment Status: Full Time / 12 Months - Career Service

General Description:

Reports directly to the Vice President of Academic, Community, & Student Affairs. The Dean is responsible for the general supervision and management of all instructional programs and academic departments. The Dean of Academic Affairs oversees faculty quality and academic policies of the college, and serves as the immediate supervisor of Program Directors which includes Teacher Education, Nursing, and Trade & Technical.

Job Duties and Responsibilities:

I. Category I: Curriculum, Instruction, and Planning

- Coordinate and supervise the instructional and academic affairs of the College
- Lead and work effectively with faculty in the pursuit of continued excellence in providing educational opportunities to a growing student body
- Lead discussing in the catalog reviews every two (2) years
- Oversee and take a leadership role in the development of curriculum including new course and new instructional programs through the General Curriculum Committee and Core Committee
- Lead the assessment process by encouraging broad-based involvement of faculty, staff, and administrators through the Assessment committee
- Leads Teacher Orientation and present in Registration in the beginning of every semester
- Oversee program review for all degrees and academic program

II. Category II: Institutional Set Standards and Student Achievement

- Update all DOAA manuals including SOP, SLO and Student Achievement Manuals
- Involves in Divisional and Institutional Program Review
- Oversee all academic program data in the achievement of institutional set standards and Student achievement
- Lead and work effectively with all programs and faculty in the evaluation, assessment, and implementation of student learning outcomes at all levels and monitoring of instructional set standards
- Work collaboratively with Academic Program directors in the planning, development, assessment, and evaluation of Career technical education programs
- Work collaboratively with the Institutional Effectiveness office and the assessment committee in the assessment and review of all academic and degree programs
- Coordinate the connection, analysis and interpretation of research data to support decision making efforts related to program development and evaluation
- Work collaboratively with the Core Committee and Curriculum committee in the assessment an evaluation of program data, guidance on submission of course schedules and on-going review and monitoring of Institutional Learning Outcomes and Student Achievement

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

III. Category III: External and Internal Partnerships and Entities

- Oversees local internships and Memorandum of Understanding (MOUs) or Memorandum of Agreements (MOAs)
- Oversee all established internal and external MOU's and MOAs for all academic programs and Instructional related-grants
- Lead the review and expansion of program articulations with off-island colleges and universities
- Review and evaluate the level and quality of services provided by academic support services to the instructional program and make adjustments as necessary
- Oversee program advisory committees to assure instructional program changes are appropriate to the needs of students
- Work collaboratively with the Accreditation Liaison Officer and Assistant ALO in the development of accreditation self-study, and ensure necessary improvements
- Oversee all academic professional trainings to assure appropriateness in meeting the need of the community

IV. Category IV: Manage and Allocate Institutional Resources

- Develop budgets and expenditures plans for all units within programs supervised
- Work collaboratively with Academic program directors and Chairpersons in the allocation of funds to meet program needs in alignment with Student learning outcomes
- Oversee all funding sources for Academic Programs and Instructional Grants

V. Category V: Recruit, retain, and support faculty and staff

- Supervise, coordinate observations, new faculty orientation and feedback to instructional practices by faculty
- Oversee the recruitment and hiring process of qualified faculty in all academic programs
- Utilize the planning, implementation and maintenance of enrollment concepts and philosophies in instruction and learning opportunities to faculty, students, and community
- Oversee all professional developments and trainings for faculty and academic program directors both on Island and Off-Island
- Oversee recruitment and hiring process of qualified adjunct and part-time faculty in compliance with established criteria as identified by the college

VI. Category VI: Administrative role

- Involves in the planning and successful completion of every semester during commencement;
- Responsible for the Divisional Monthly Reports
- Works collaboratively with Dean of Student Services in resolving grievances
- Professional, ethical and proper in all manner befitting the role of Dean of Academic Affairs
- Represent the interest of the College both internally and externally for concerns and issues related to instruction
- Oversee all Academic and Faculty Committees including Core Curriculum, General Curriculum Committee, Assessment Committee, and Faculty Senate Committee

- Demonstrate superior written and verbal communication skills to articulate internally and externally the mission and goals of ASCC; Oversee all reporting documents for Academics
- Oversee all academic programs and personnel to ensure compliance with established policies and regulations of the college including all Academic policies
- Work collaboratively with administrators and program directors in meeting any additional responsibilities assigned by the Vice President of Academic, Community, and Student Affairs, and/or President

Minimum Qualifications:

- Master's degree in Education with Curriculum and Instruction; and/or General Education disciplines; or Educational Leadership with at least ten (10) years of teaching at ASCC and served as a department chairperson. Involvement with assessment of student learning outcomes and program review

Preferred Qualifications:

- Doctoral degree in Education with Curriculum and Instruction; and/or Educational Leadership or Philosophy with at least ten (10) years of teaching at ASCC and served as a department chairperson. Involvement with assessment of student learning outcomes and program review.

Salary: GS-17/05-11: \$ 64,804.00 - \$ 75,464.00 per annum

Application Deadline: September 18th, 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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