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

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

General Description:
Associate Dean serves as the chief assistant to the Dean of Academic Affairs, oversees academic policy, curriculum research, academic assessment, faculty recruitment, and budget administration. Serving as the primary contact for assessment and curriculum development, chairs both the assessment and curriculum committees, and participates in various institutional committees. Additionally, the Associate Dean collaborates closely with faculty, students, and support staff to guide instructional affairs. Leads faculty recruitment and retention efforts while managing budget development and administration.

Job Duties and Responsibilities:

I. Oversees faculty professional development and faculty affairs

- Leads professional development opportunities for faculty in the pursuit of continued excellence in providing educational opportunities to a growing student body.
- Supervises full-time, part-time and adjunct faculty to maintain academic standard through staff development training.
- Coordinates professional development training for faculty in the areas of instructional methodologies, assessment, distance education, etc.
- Leads staff development program / training opportunities to ensure student success and achievement of divisional emerging needs.
- Works with department chairs in collecting information / data relative to making sound decisions in improving the overall efficiency in the areas of curriculum, instructing, and academic advising.
- Connects faculty, department chairs, and student support services with upper administration and the Dean of Academic Affairs

II. Oversees Curriculum Development with the Curriculum Committee

- Serves as the Curriculum Committee Chairperson
- Oversees curriculum development, program development, and course development with the department chairs
- Directs all long-term planning for instructional programs and review the need for new programs.
- Leads discussions and dialog on curriculum and instructional affairs with department chair persons on proposals of course offerings, course sequencing, course evaluations, new courses, and course and program outcomes and assessment instruments.
- Works closely with academic department chairpersons in the approval of departmental/program mission statements and their alignment to the overall mission of the institution.

- Works with the academic department chairpersons periodically in reviewing all degrees and certificate programs and requirements during catalog review.
- Review all new/revised course proposals such as (Course Approval Form, Course Removal Form, Program Approval Form, Course Lab Fee Form, course syllabi template, other academic forms) and present it to the Curriculum committee for review and/or approval)
- Coordinates Catalog Review biannually for the renewal of the Academic Year
- Initiates and coordinates with off island institutions on Articulation Agreements (MOU's/MOA's).
- Shares data analysis on divisional surveys, institutional surveys and Institutional Set Standards reports with the Dean of Academic Affairs, Curriculum Committee, and faculty

III. Oversees the Academic Assessment Committee and performing the following responsibilities

- Serves as the Academic Assessment Coordinator
- Tracks student outcomes, enrollment trends, and compliance with external accreditation bodies.
- Works with Assessment committee and reports assessment data results to the Dean of Academic Affairs, Institutional Effectiveness, and to the Academic departments/programs/divisions.
- Shares assessment reports with faculty, chairpersons, academic leadership and Dean of Academic Affairs
- Collects, compiles and disseminates results and findings back to the academic departments/programs/divisions.
- Updates the Student Learning Outcome and Student Achievement Manual
- Compiles and generates annually Exit summaries for institutional reports
- Leads the Assessment process by encouraging broad-based involvement of faculty, staff, and administrators.

IV. Other related responsibilities:

- Prepares divisional quarterly/monthly reports
- Assists in the review of Institutional Set Standards
- Assist with divisional budgets and expenditures plans for all units within program supervised.
- Assists in the Accreditation self-study.
- Works collaboratively with other government entities and agencies as permitted by ASCC policies and procedures (ex: ASDOE, McREL, and not limited to…)
- Carries out the related duties as assigned by the Dean of Academic Affairs

Minimum Qualifications:

- Master's degree in Education or related field
- Five years of managerial/supervisory experience in education
- Two years of experience with the process of assessing student-learning outcomes
- Familiar with technology such as Office Suite 2010 or lower and higher, Modular Oriented Online Dynamic Learning Environment (MOODLE), and Smart Board usage

Salary: GS-17/01-05: $ 59,604.00 - $ 64,804.00 per annum

Application Deadline: Open Until Filled

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.

"An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace"

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