



American Samoa Community College
Department of Academic Affairs – Science Department
EMPLOYMENT OPPORTUNITY

Position Title: Marine Science Instructor
Employment Status: Full Time / 10 Months - Career Service

General Description:

The Marine Science Instructor reports directly to the Academic Chairperson of the Science Department, which provides instructional programs in the fields of science. The Science Department programs provide students with academic entry level career preparation, the abilities and skills for career upgrades, and the foundation for transfer to a four-year institution of higher education. The Marine Science Instructor, under the direct supervision of the Academic Department Chair and / or the Dean of Academic Affairs, must be committed to serve and assist students.

Job Duties and Responsibilities:

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute all syllabi and outlines for each class taught in a timely manner.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester. Note that loads may vary between 12 and 16 credit hours per semester
- Teach a full load of Marine Science courses per spring and fall semester or minimum of two other Science courses to meet teaching requirement; teach each class as scheduled and supervise examinations, field trips, internships, service learning and practicum
- Serve as point of contact for the College's Marine Science efforts in the community by participating in advisory boards, conducting outreach, and helping with capacity-building efforts.
- Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester/session.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught
- Share data on SLOs collected from courses taught with the department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of SLO review, program review, and student assessment.
- Academically advise Science majors regarding their chosen program of study.
- Provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process; participate in faculty orientation, commencement exercises, and professional development activities.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Observe and enforce all ASCC rules and regulations.
- Attend teacher orientation and workshops at the beginning of each semester
- Attend the commencement exercise at the end of each semester
- Seek extramural funding to support the Marine Science program and administer grants secured.
- Perform other duties as may be required by the Department Chairperson, Dean of Academic Affairs, and/or the Vice President of Academic, Community and Student Affairs.

Minimum Requirements:

- Master's degree in Marine Science or related field
- Two to three years of teaching experience
- Ability to develop and lead programs; demonstrated ability to teach Marine Science effectively at the community college or university level
- Ability to communicate effectively both verbally and in writing
- Must demonstrate knowledge in curriculum development, and have good analytical and interpersonal skills
- Must also be computer literate

Salary: TS-03/01-03: \$45,557.00 - \$47,185.00 per annum

Application Deadline: December 19th, 2023 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429/466, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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