



American Samoa Community College
Student Support and Learning Services Office
EMPLOYMENT OPPORTUNITY

Position Title: Math Tutor
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The ASCC Student Learning Assistance Center is seeking a Math Tutor. The Center's objective is to provide the students of ASCC with free and exceptional tutorial services for Math and English.

Job Duties and Responsibilities:

- Coordinate appointments between students seeking tutorial services and peer-tutors
- Conduct tutorial services with students on a daily basis
- Work collaboratively with the Student Support Learning Services (SSLS) Manager under the supervision of the Dean of Student Services to ensure that SSLS provides a strong tutorial program
- Perform other duties as assigned by SSLS Manager or Dean of Student Services

Minimum Qualifications:

- Associate's Degree in related field,
- Possesses two to three (2 – 3) years of experience in directly related field
- Knowledge of Family Education Rights and Privacy Act (FERPA)
- Possesses proficient communication, active listening, computer skills, interpersonal skills
- OR, in lieu of Education degree, certification and four to five (4 – 5) years of experience, with the knowledge skills and abilities outlined above.

Salary: GS-12/05-09: \$16,373.00 - \$18,973.00 per annum

Application Deadline: October 7th, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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