



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

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

General Description:

The 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 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 classes 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 minimum of two Marine Science courses per spring and fall semester; 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 these to the Admissions and Records Office by the assigned date every semester and session.
- Participate as an active member in the Student Learning Outcome (SLO) review process
- Develop, implement, and assess SLOs for each course taught.
- Share data on SLOs collected from courses taught with the Science Department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Academically advise Science majors regarding their chosen program of study.
- Assist and provide students with information on career, academic referrals, and transfer opportunities.
- Assist with the registration process.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Serve the community through service learning.
- Actively contribute to one of ASCC committees and participate in extra-curricular functions.
- Assist and enforce all college rules and regulations.
- Seek extramural funding to support the Marine Science program and administer grants secured.

- Perform other duties assigned by the Department Chairperson or the Dean of Academic 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-01/10-TS-03/01: \$43,136.00 - \$45,557.00 per annum

Application Deadline: August 23rd, 2023 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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