



American Samoa Community College
Division of Academic Affairs
EMPLOYMENT OPPORTUNITY

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

General Description:

Reports directly to the Vice President. The Dean is responsible for the general supervision and management of the instruction and academic support programs and services.

Job Duties and Responsibilities:

- 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.
- Supervise instructional staff, work with Faculty to maintain academic standards and prepare class schedules.
- Take a leadership role in the development of curriculum including new courses and new instructional programs.
- Oversee program advisory committees to assure instructional program changes are appropriate to the needs of graduates.
- Lead the assessment process by encouraging broad-based involvement of faculty, staff and administrators.
- Demonstrate superior written and verbal communication skills to articulate internally and externally the mission and goals of ASCC.
- Represent the interests of the College both internally and externally for concerns and issues related to instruction.
- Utilize the planning, implementation, and maintenance of enrollment concepts and philosophies in the instructional area to more effectively meet the needs of current and future students.
- Facilitates the integration of technology as a tool in improving and expanding the delivery of instruction and learning opportunities to faculty, students and community.
- Coordinate the collection, analysis and interpretation of research data to support decision-making efforts related to program development and evaluation.
- Direct the development of accreditation self-study and ensure necessary improvements.
- Develop budgets, and expenditures plans for all units within programs supervised.
- Review and evaluate the level and quality of services provided by academic support services to the instructional program and make adjustments as necessary.
- Carry out other related duties as assigned by the Vice President.

Minimum Qualifications:

Education: Earned Doctorate degree in Education or related field
Work Experience: Five years of work experience as an academic administrator with administrative responsibilities such as personnel supervision, budget development and execution and

supervision of curriculum and instruction. Also, five years of full time teaching experience in an institution of higher education.

Special knowledge, abilities and skills: knowledge of community college philosophy, liberal arts and vocational-technical education, and community service mission of the American Samoa Community College. Evidence of ability to organize activities and be able to communicate effectively in speaking and writing.

Salary: Salary will be commensurate with degree and experience.

Application Deadline:

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436

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