

Employment Opportunity

Re-advertisement [2]

EO No: 2024-029

College of Micronesia–FSM
Human Resources Office P.O. Box 159
Kolonia, Pohnpei, FSM 96941
Phone: 691-320-2480 Email: hro@comfsm.fm

Opening Date: November 24, 2023

Closing Date: December 24, 2023

Position and Salary:

English Instructor

N/3/C-N/6/A \$16,131-\$17,819.00PA

“Position is eligible for housing and transportation benefit”

Location:

Yap Campus/Instructional
P.O. Box 286
Colonia, Yap FM 96943

College of Micronesia – FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Values

COMMITMENT EXCELLENCE TEAM
LEARNER-CENTEREDNESS WORK
PROFESSIONALISM

Duties: Teaches 12 to 16 contact hours per week with one to four preparations of English courses primarily developmental and general education English courses. Teaching classes in accordance with the goals and objectives of the course as described in the course outline. Maintaining accurate records of student attendance and student learning outcomes/grades, in accordance with COM-FSM regulations. Submitting records to instructional coordinator after the end of the semester/session. Keeping at least 5 office hours per week. Participating in one standing committee or providing alternative services to the college and community as specified in Administrative Procedure 6026; may be asked to participate in ad hoc committees. Advising students. Participating in special College functions such as graduation. Participating in Division activities. This includes meetings, curriculum development and developing procedures for improving current classes. Participating in assessment activities. Participating in professional development. Serve on committee. Attending to additional needs of the College or the community as agreed upon by the faculty member in consultation with their supervisor.

Minimum Qualifications: Master’s degree in English, TESOL, Linguistics or ESL with specialty in development education from a US accredited college and two years of full time teaching experience. Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>. Experience with establishment and assessment of student learning outcomes. Demonstrate ability to hold interest of students, command their respect, be fair and impartial and encourage participation. Good interpersonal communication skills. Ability to use common software programs used at the college (MS word, E-mail apps, word processing, spreadsheet, world wide web interface, etc.). Evidence of exemplary teaching

ability, initiative, interpersonal skills, and cultural sensitivity are essential. Experience with online teaching is essential.

Contact: Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the college’s website at www.comfsm.fm.

Application Procedure

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate’s professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters;
6. Court report (criminal background check) under six months old; and
7. A brief teaching philosophy

Documents are to be submitted electronically to hro@comfsm.fm (preferably as PDF attachments) or mailed to:

Human Resources Office
College of Micronesia-FSM
P. O. Box 159
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **December 24, 2023** followed by screening by the committee or until fill. Official and hard copies of college transcripts are required to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

The College of Micronesia–FSM is an equal opportunity employer.

FSM Citizens are encouraged to apply