



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
Announcement No. 17-011

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Administrative Assistant II</b>
<b>Department:</b>	<b>Enrollment Services</b>
<b>Minimum Pay Level &amp; Step:</b>	<b>17/01 – 17/02</b>
<b>Minimum Annual Salary:</b>	<b>\$21,078.02 - \$21,815.75</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b> 1/13/2017	<b>Closing Date:</b> 2/23/2017 or Until Filled

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

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**Nature of the Position:**

This position is located in Enrollment Services. The incumbent works closely with the Records Administrator and reports overall to the Director of Enrollment Services. This position will focus primarily on assisting with database and records management within Enrollment Services and requires a thorough knowledge of the College's organizational structure, its policies and procedures, the functions of each unit and department within the institution, accreditation standards, and all standard office procedures and practices. Approximately 100% of the employee's time will be spent performing work for Enrollment Services.

**Duties and Responsibilities:**

- Participates in Program Review and Outcome Assessment (PROA) activities
- Provides high-quality customer service to students and the community.
- Assist in automating and innovating records processing and overall systems and service flow.
- Maintain scheduling of standard report deadlines and assists the Director and Records Administrator in compiling data for these reports.
- Help streamline paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Review official student documents/files in the Office of Admissions & Records and to transfer and enter data originating from hard copy files and Champlain Tools to the PowerCAMPUS student data-base system.
- Assist in compiling, preparing, and reporting of data on a monthly basis to the Director of Enrollment Services.
- Assist in the Records Administrator creating, maintain, updating, and auditing student academic and demographic information in both hard-copy files and in the Student Information Management System (SIMS), ensuring accuracy of records.
- Complete forms in accordance with Enrollment Services and College procedures.
- Assists during registration and inputs data into computerized student files.
- Create, maintain, and enter information into databases.
- Distributes, scans, and compiles evaluation comments for Enrollment Services.
- Makes copies of and files correspondences and other printed matter, and assembles materials.
- Use computers for various applications, such as database management or word processing.
- Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals and/or departments.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

**Minimum Qualifications:**

High School Diploma from a U.S. Department of Education recognized accredited institution with thirty (30) academic post-secondary credits plus four (4) years of secretarial/office management experience.

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### **Knowledge, Skills, and Abilities**

- Demonstrate effective phone etiquette and customer service skills.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database i.e. Word, Excel, PowerPoint, and Access software applications.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of Enrollment Services and the College.

### **How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

### **NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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