



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 16-001

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.

POSITION TITLE:	Program Coordinator I (Institutional Marketing)
Department:	External Relations Office
Pay Level & Step:	20/01 – 20/02
Annual Salary:	\$24,330.79 – \$25,182.37
Location:	As Terlaje Campus, Saipan
Opening Date:	03/14/2016 Closing Date: 03/29/2016 or Until Filled

Pending 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:

The Program Coordinator (Institutional Marketing) reports to the Director of External Relations in the External Relations Office (ERO), and participates in the efficient and effective planning and implementation of NMC's marketing activities, communication with media representatives, and provision of marketing assistance to other departments within the Northern Marianas College.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Produces and coordinates the design and writing of marketing materials including press releases, advertisements, banners, posters, etc.
- Participates in planning, organizing, implementing, and evaluating student recruitment activities.
- Communicates with media representatives to place information about Northern Marianas College (NMC) that shed a positive light on the institution.
- Assists with the management of the NMC website, including regularly updating information, posting relevant articles, and regularly assess the effectiveness of different parts of the website.
- Takes photos at various NMC events and activities and organize photo inventory.
- Helps analyze effectiveness of marketing materials.
- Assists with managing allocation of resources and budget for producing marketing material.
- Maintains inventory of marketing materials.
- Tracks and monitors project progress and develop project work plans.
- Identifies and develops relationships with potential and current vendors and suppliers.
- Performs other duties as assigned.

Minimum Qualifications:

Associate's Degree in Liberal Arts, Business, or related field from a U.S. Department of Education recognized and accredited institution plus two (2) years of experience in marketing and/or project coordination.

Knowledge, Skills, and Abilities

- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably 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 the Finance Department, Finance Division, 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, 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 and Resume (Does not substitute for content that should be on the Employment Application).

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.

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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.

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.