



Northern Marianas College
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VACANCY ANNOUNCEMENT
Re-Announcement No. 16-011

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.

POSITION TITLE:	Director, Enrollment Services
Department:	Division of Student Services
Pay Level & Step:	33/01 - 35/02
Annual Salary:	\$45,314.54 - \$51,609.41
Location:	As Terlaje Campus, Saipan
Opening Date: 09/01/2016	Closing Date: 09/15/2016 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 Enrollment Services Director position reports directly to the Dean of Student Services. The position provides leadership in enrollment management; and, designs and implements strategies to help the College achieve and maintain the optimum recruitment, retention, and graduation rates of students.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Reports to the Dean of Student Services and provides leadership in the development of innovative policy, procedure, programs and systems in support of areas supervised;
- Primary operations responsibility for all enrollment management aspects of the college's recruitment and admissions efforts and initiatives integrating marketing, recruitment, prospect outreach and follow up, application processing, records, course set-up and registration processes, placement testing, student orientation programs, and graduation activities for credit courses and programs;
- Coordinate student matriculation processes and services and motivate staff to provide high levels of customer service;
- Respond to and resolve student inquires and complaints;
- Responsible for the integration of enrollment management with academic programs and services and student success/retention initiatives;
- Provides active involvement in partnership programs between the college, local high schools, and other colleges and universities in areas such as dual enrollment and transfer articulation agreements;
- Develops, implements, and monitors outcomes assessment of enrollment management strategies, analyzing data and writing reports to guide future action;
- Serve as a member if various College committees as assigned, including the Recruitment Team, Registration Committee, and Academic Council;
- Represents the college administration at community and college fairs and events;
- Develops, implements and monitors a complex department budget and aligns resource allocation with the NMC PROA Strategic Plan;
- Provides leadership in the application of new and existing features of the present Power CAMPUS Student Information Management System in support of enrollment management;
- Ensures all departments act in compliance with the Family Education Rights and Privacy Act (FERPA), Title IX, and other federal and state regulations;
- Update and maintain all forms and materials and public information related to assigned areas in both web and paper format;
- Serve as the College's custodian of student records;
- Serve as a Designated School; Official (DSO) to assist with monitoring and reporting requirements on foreign students with the Student Exchange and Visitor Program (SEVP);
- Performs other related duties as assigned.

Minimum Qualifications:

Director II: Bachelors from a U.S. Department of Education recognized accredited institution, plus (6) years of experience in the area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management. Or, Master's degree from a U.S. Department of Education recognized accredited institution, plus (4) years of experience in the area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management

Director III: Master's degree from a U.S. Department of Education recognized accredited institution, plus six (6) years of experience in an area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management Or a Doctoral degree from a U.S. Department of Education recognized accredited institution, plus four (4) years of experience in an area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management

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Knowledge, Skills, and Abilities

- 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 the Office of Admissions and Records and NMC.
- Familiarity with standard student record-keeping procedures, including AACRAO criteria and provisions of FERPA.
- Working knowledge of the development of curriculum, academic course schedules and catalog, transfer practices, general education, and articulation.
- Working knowledge regarding student information systems.

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. 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.

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