



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
Re-Announcement No. 16-012

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>Director, Library Programs &amp; Services</b>
<b>Pay Level &amp; Step:</b>	<b>33/01-35/02</b>
<b>Annual Salary:</b>	<b>\$45,314.54 - \$51,609.41</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: 11/09/2016</b>	<b>Closing Date: 11/24/2016 or Until Filled</b>

*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. Advertised annual salary represents the first step in the lowest grade through the last step in the highest applicable grade. Annual salary upon initial appointment will generally be the first step in the appropriate grade based upon education and experience. A higher step within the appropriate grade may be selected in the event the College experiences difficulty in recruiting. All salaries are subject to availability of funds.*

**Nature of Position:**

The position is in the Library Programs & Services Department and under the supervision of the Dean of Student Services. It oversees the Saipan campus libraries and acts as a liaison to the Rota and Tinian instructional sites. The Director is responsible for planning, development, coordination, supervision, and evaluation of all library services and staff.

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**DUTIES & RESPONSIBILITIES:**

- Participates in Program Review and Outcomes Assessment (PROA) activities such as serving on committees and creating composite reports
- Develops and maintains positive relationships with a culturally diverse staff and student body
- Directs policy for the Library Programs and Services department; including budget preparation, public services, technical services, the Pacific Collection and CNMI Archives, systems development, and collection management
- Assumes responsibility for daily operations of library services
- Reviews and reports departmental statistics and participates in Student Learning Outcomes assessment
- Supervises the allocation and expenditure of departmental funds
- Ensures the quality and balance of the collection according to accepted principles of collection development and management
- Recruits, evaluates, and trains library personnel.
- Establishes and assesses strategic plans for the library department
- Manages the operations of the CNMI Archives and Pacific Collection
- Actively seeks and manages external grants
- Maintains the Koha Open Source Integrated Library system and all digital library content
- Collaborates with local humanities organizations to increase community access to research materials
- Performs other duties assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree in Library and Information Science from a U.S. Department of Education recognized and accredited institution
- Two years of progressively responsible library experience.
- One year of supervisory experience at the managerial level.
- Experience with digital asset management systems or a historical research.

**Preferred Qualifications:**

- Demonstrated commitment to academic research and information literacy instruction
- Familiarity with Integrated Library System management, original cataloging, open source applications, and library metadata schema
- Experience in archives management, archival processing, and digital humanities
- An advanced degree in the humanities

**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 of the Library Programs & Services Department and NMC.

**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

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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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