



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
Announcement No. 16-013

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>Instructor, Mathematics</b>
<b>Department:</b>	<b>Sciences, Mathematics, Health, &amp; Athletics</b>
<b>Pay Level &amp; Step:</b>	<b>32/01 – 32/02</b>
<b>Annual Salary:</b>	<b>\$41,527.83 - \$42,981.30</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: 05/24/2016</b>	<b>Closing Date: 06/08/2016 or Until Filled</b>

*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:**

This position is considered a 10-Month Instructional Faculty and is located in Northern Marianas College's Division of Academic Programs & Services under the direct supervision of the Chair of the Sciences, Mathematics, Health and Athletics Department. It is charged with the responsibility of assisting the College in fulfilling its educational mission by providing instruction in various mathematics courses.

The Department's primary focus is on excellence in teaching and student success. We recognize the value in working collaboratively in order to promote success in the classroom and professional growth. We are looking for faculty to join us in this pursuit. We are seeking a dynamic and dedicated instructor to join our team of full-time faculty members and adjunct instructors who has the will and ability to take the initiative and is enthusiastic about improving and enhancing academic performance. Our goal is to have a team of professionals who share a dedication to excellence and who are committed to welcoming and supporting all students. The incumbent is expected to perform with minimal supervision a broad range of instructional and organizational work, including but not necessarily limited to the following:

**Duties and Responsibilities:**

- Participates in and contributes to Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- May serve as NDU Math Program Coordinator in collecting and reporting data, administering, coordinate and organize orientation, mentorship, and training for NDU adjuncts instructors.
- Teach a total of 30 credit hours of mathematics courses per academic year (Fall and Spring);
- Use a variety of teaching methods designed to enhance student learning, reading and writing proficiency, interpretive abilities, and development of critical thinking skills;
- Assists with registration and provides academic advising for Liberal Arts majors and Science majors;
- Helps plan and implement events under the direction of the Chair, including administering math placement tests and NDU exit exams;
- Prepare and revise curriculum and syllabi for courses taught. Review textbooks and other curricular materials for adoption, recommend books to NMC Library to support courses, and work with the NMC bookstore when ordering textbooks;
- Develop, administer, evaluate, and score tests and exams for courses taught;
- Evaluate student learning, record and submit course grades, and maintain records of student performance and attendance;
- Post and maintain office hours for consultation with students;
- Exhibit sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment;
- Participate in faculty meetings, workshops, conferences, and professional development activities;
- Actively and productively participates in ongoing assessment of courses within the employee's areas of expertise, and makes recommendations to the Chair and the department regarding improving student learning outcomes;
- Assists the department in developing, implementing, and revising goals and objectives related to areas of expertise. Works cooperatively with other departments and programs in achieving NMC's goals;
- Strives continuously to improve teaching effectiveness, program quality, and professional competence. Participates in ongoing departmental efforts to improve curriculum and the teaching-learning environment;
- Actively and productively participates in departmental and/or institutional committee work and other college-wide activities;
- Actively and productively participates in community activities for College representation, student recruitment, and other purposes of institutional advancement;
- Actively and productively participates in faculty meetings, workshops, conferences, and available professional development activities;
- Participate in community activities for College representation, student recruitment, and other purposes of institutional advancement, as assigned;
- Submit information in the form of monthly reports to the Chair on activities and accomplishments for the departmental monthly reports;
- Prepare, revise, update and submit course guides and syllabi for courses taught as required;

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- Assist the Chair, as requested, by conducting classroom observations of department faculty, both fulltime and adjunct, and submitting written reports of these observations to the Chair for faculty evaluation purposes;
- Review the qualifications of adjunct faculty to teach courses within the employee's areas of expertise, and makes recommendations to the Chair regarding certification and hiring;
- Assist the department in developing, revising, and implementing goals and objectives related to areas of expertise. Work cooperatively with other departments and programs in achieving NMC's goals;
- Conduct periodic inventory of equipment, materials, and supplies with other mathematics faculty, in order to inform the Chair when repair or replacement of equipment and acquisition of materials or supplies are needed. Provide information and assistance to the Chair in budget matters relating to the mathematics program;
- Strive continuously to improve program quality, teaching effectiveness, and professional competence. Participate in ongoing departmental efforts to improve curriculum and the teaching/learning environment;
- Assists the department in developing, revising, and implementing possible math courses;
- Develop and maintain for evaluation purposes a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and community activities, and reflects continuous professional growth;
- Maintain a good working relationship with department personnel and other College employees;
- Adhere to College and department policies and procedures;
- Perform other duties as requested by department chair.

**Minimum Qualifications:**

Master's degree from a U.S. Department of Education recognized accredited institution in the Mathematics, Applied Mathematics, or STEM-related field, Master' degree AND 18 graduate credit hours in Math-based subjects. The applicant must have the ability to teach a variety of mathematics courses appropriate to undergraduate education. Applicants with teaching experience in the Asia-Pacific region or other international setting may also be given preference.

**Applicants with the following qualities or experience may be preferred:**

- a) Formal professional experience in mathematics/mathematics education and/or physics,
- b) Three (3) years teaching experience in mathematics/mathematics education at the post-secondary level,
- c) Teaching experience in developmental or undergraduate college mathematics courses, and
- d) A demonstrated commitment to excellence in teaching and proven qualities of academic leadership.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

*All faculty candidates must demonstrate their knowledge of the subject matter that they will teach, as well as their abilities to effectively teach in the assigned discipline.*

*All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.*

**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.

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- 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 Sciences, Mathematics, Health and Athletics Department, Academic Programs and Services 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. 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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