



**Northern Marianas College**  
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**INTERNAL VACANCY ANNOUNCEMENT ONLY**  
Announcement No. 16-018

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, Project PROA</b>
<b>Department:</b>	<b>Administration and Resource Development</b>
<b>Pay Level &amp; Step:</b>	<b>35/01 - 35/02</b>
<b>Annual Salary:</b>	<b>\$49,864.16 - \$51,609.40</b>
<b>Location:</b>	<b>Tinian Campus</b>
<b>Opening Date: 7/11/2016 Closing Date: 7/26/2016 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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**Internal Vacancy Announcement 16-018**

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

**Nature of the Position:**

This is a 12 month staff position who reports directly to the Dean of Administration and Resource Development (DARD). This individual will be responsible for core goal functions of the Project PROA program.

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Supervise the planning and implementation of the Project PROA funded under the Asian American and Native American Pacific Islander-Serving Institutions Program (ANAPISI).
- Set educational standards and goals and help establish policies, procedures, and programs to carry them out.
- Determine allocations of funds for staff, supplies, materials, and equipment and authorize purchases.
- Coordinate professional assistance for staff.
- Develop and implement the programs recruitment plan.
- Select and maintains the number of participants for the program for each year.
- Evaluates annual activities for participants
- Maintains participants support plans and academic plans
- Inputs all data needed for evaluation
- Complies and analyzes participants data for reporting
- Submits required reports to granting agency and responds to inquiries about the programs and services, etc.
- Maintains records/inventory of materials and supplies
- Provide professional development workshops to staff as well as faculty development and/or fellowships.
- Provides career and academic counseling/academic services/life skills workshops
- Conducts workshops/seminars to participants/college representatives
- Provides & implements retention and early intervention strategies
- Evaluates purposes of the grant.
- Attends NMC Professional Development training
- Provides support and leadership for Project PROAs mission and operations.
- Performs other related duties.

**Minimum Qualifications:**

- Master's degree from a U.S. Department of Education recognized accredited institution, plus six (6) years of experience of program management in implementing student support services for low income families, outreach activities, counseling experience, academic counseling, tutoring and mentoring.

**Knowledge, Skills, and Abilities**

- Leadership training.
- Experience in Administration and Fiscal Management.
- Experience with the federal reporting process, research, and curriculum development.
- Knowledge of effective grants research and grant writing principles.
- Must have strong computer background including, but not limited to, word processing, spreadsheets 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 Project PROA program,

Administration and Resource Development, 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.