



**Northern Marianas College**  
**P.O. Box 501250 CK**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 16-019

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.

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| <b>POSITION TITLE:</b>         | <b>Personnel Specialist I</b>                  |
| <b>Department:</b>             | <b>Human Resource Office</b>                   |
| <b>Pay Level &amp; Step:</b>   | <b>24/01 – 24/02</b>                           |
| <b>Annual Salary:</b>          | <b>\$29,461.73 - \$30,492.89</b>               |
| <b>Location:</b>               | <b>As Terlaje Campus, Saipan</b>               |
| <b>Opening Date: 7/22/2016</b> | <b>Closing Date: 8/06/2016 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 located at the Human Resources Office at the Northern Marianas College, under the direct supervision of the Human Resource Manager. This position will provide support for the Human Resource Office and the Northern Marianas College.

**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities
- Provides high-quality internal and external customer service.
- Assists with the administration of Human Resource Policies and Procedures.
- Prepares and develops vacancy announcements for open positions in accordance to established classifications, job descriptions, and qualifications for further review by immediate supervisor.
- Reviews qualifications of applicants versus minimum qualifications specified in the vacancy announcement to ensure that the minimum qualifications are met.
- Coordinates, schedules, and conducts interviews of qualified applicants.
- Conducts reference and background checks of selected qualified candidates.
- Publishes vacancy announcements in appropriate areas to establish a recruitment applicant pool.
- Prepares and updates a recruitment status report.
- Coordinates and prepares necessary documents for the recruitment process in collaboration with the division and department heads.
- Reviews personnel actions and application requests to ensure compliance to policies and procedures.
- Uphold and safeguard confidential personnel information and other HR related issues.
- Assists with the preparation of the department's travel authorizations, travel vouchers, work orders, and purchase orders
- Receives visitors, answers phone calls professionally, and distributes requests to other HR staff
- Reviews and answers routine correspondences.
- Inform applicants on a timely basis of application status.
- Assist in addressing employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Assist in establishing and facilitating employee relations programs and employee professional development.
- Assist in reviewing current internal standard office operating procedures and recommends improvements to workflow.
- Attends staff meetings and staff professional development and training opportunities.
- Performs other related duties as required and assigned.

**Minimum Qualifications:**

Associate's degree from a U.S.-accredited institution in the field of Business Administration, Business Management, Human Resource Management or related field, plus four (4) years of relevant experience in human resources or other demonstrably related work; or Bachelor's degree from a U.S. accredited institution.

**Knowledge, Skills, and Abilities:**

- Must have a working knowledge of employment laws and regulations
- Must have strong writing skills.
- 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 tasks accurately and timely.

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- Takes initiative and works both independently and cooperatively.
- 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 Human Resource Office 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 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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