



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 16-023

### **LIMITED-TERM APPOINTMENT**

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>Extension Aide I</b>
<b>Pay Level &amp; Step:</b>	<b>10/1 – 10/2</b>
<b>Annual Salary:</b>	<b>\$15,080.00- \$15,607.80</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: 08/05/2016</b>	<b>Closing Date: 08/20/2016</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.*

*Subject to availability of funds*

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**Nature of the Position:**

The Extension Aide is a staff member of the Northern Marianas College Cooperative Research, Extension and Education Services (CREES) located on Saipan and is employed primarily to provide administrative and extension support to the Nutrition and Health Programs. The position is under the direct supervision of the Nutrition and Health Program, Program Leader, or her designee.

**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Provides high-quality internal and external customer service.
- Assists with administrative work as needed for the Nutrition and Health Programs.
- Assist with extension work in communities to promote health and wellness.\*Must have a reasonably flexible schedule. This position sometimes requires working evenings, weekends, and/or holidays.
- Completes accurate family records, collaborating agency listings, group attendance records, teaching/lesson plans, monthly reports, and other paper work as required.
- Recruits and enrolls low-income individuals with young children into the EFNEP program as well as deliver general food and nutrition education in homes and other community settings.
- Assists in the planning and preparation of the CREES Plan of Work as well as the annual accomplishment report.
- Assists with the development of research-based food and nutrition education materials such as brochures, bulletin boards, and newsletters.
- Assists with organizing workshops and presentations in the areas of food and nutrition education.
- Confers with immediate supervisor regarding program needs, clients' progress, and related matters.
- Collaborates with internal and external partners in order to address the appropriate goals and objectives described in the CREES POW (Plan of Work).
- Completes monthly reports
- Enters client data into WEBNEERS software.
- Assists other team members with work-related tasks.
- Must be able to operate a motor vehicle.
- Must be able to lift at least 20 pounds.
- Participates in in-service training as required.
- Performs other duties as assigned.

**Minimum Qualifications:**

- High School diploma or equivalent from a U.S. accredited institution.

**Required Knowledge, Skills, Abilities:**

- Capability to comprehend and correctly interpret manuals, written instructions and other documentation
- Demonstrated ability to communicate in a variety of settings with listeners of diverse educational backgrounds
- Proven ability to perform all required tasks unsupervised
- Recognized capability to work closely and cooperatively.
- Proficient with personal computers, including without limitation all Microsoft Office applications.
- Ability to travel independently
- Valid CNMI driver's license.

**Desired Qualifications**

- Experience with Human Subjects applications and requirements.
- Experience with data entry and data collection.
- Office work experience
- Knowledge of local food preparation
- Awareness of governmental and academic institutional laws, regulations and policies
- Desire to become well-informed in principles, practices and techniques related to nutrition, public

health and individuals' wellbeing;

**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.
- 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 Cooperative Research, Extension and Education Service (CREES), 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.