



Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 237-6855/6856/6857/6858
Fax: (670) 235-3696
Website: <http://www.marianas.edu>

VACANCY ANNOUNCEMENT
Announcement No. 16-025

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.

POSITION TITLE:	Instructor, Education (Rehabilitation and Human Services)
Pay Level & Step:	32/01 – 32/02
Annual Salary:	\$41,527.83 - \$42,981.30
Location:	As Terlaje Campus, Saipan
Opening Date: 8/16/2016	Closing Date: 8/31/2016 or Until Filled

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.

Vacancy Announcement 16-025

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

Nature of the Position:

The position is located in the Division of Academic Programs & Services, under the direct supervision of the Director of School of Education.

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 Program Review and Outcome Assessment (PROA) activities
- Provides high quality services to students and the community.
- Teaches a total of 30 credit hours per academic year (Fall & Spring) in Education – Human Services courses as appropriate and assigned. Uses a variety of teaching methods designed to enhance student learning, reading and writing proficiency, interpretive abilities, and the development of critical thinking skills.
- Provides academic advising to Education-Human Services concentration students.
- Assists with registration.
- Prepares and revises curriculum, course guides, and syllabi for courses taught. Reviews textbooks and other curricular materials for adoption, and recommends books to NMC Library to support courses.
- Participates in student assessment.
- Evaluates student learning, records and submits course grades and maintains records of student performance.
- Prepares and presents in-service seminars for public and private school teachers and NMC faculty upon approved request.
- Assists in the preparation of departmental goals and objectives.
- Maintains regular office hours for consultation with students.
- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment.
- Participates in faculty meetings, workshops, conferences, and available professional development activities.
- Helps plan and implement events under the direction of the Director.
- Participates in assigned community activities for the purposes of college representation and student recruitment.
- Serves and participates in departmental and/or institutional committee work and other college-wide activities as assigned by the School of Education Director or Dean of Academic Programs and Services, or by the NMC President.
- Assists the Director as requested, by conducting classroom observations of department faculty, both full-time and adjunct, and submitting written reports of these observations to the Director for faculty evaluation purposes.
- Reviews the qualifications of adjunct faculty to teach courses within the employee's areas of expertise and makes recommendations regarding certification to the Director.
- Assists the department in developing, revising and implementing goals and objectives related to areas of expertise. Works cooperatively with other departments and programs in implementing 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.
- Develops and maintains 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.

- Provides information and assistance to the Director in budget matters relating to the department. Submits to the Director information on activities, accomplishments, and problems/concerns for monthly reports.
- Provides the Director with information for textbook orders as appropriate.
- Maintains good working relationship with departmental personnel and other College employees.
- Adheres to College policies and procedures.
- Performs other related duties as requested by the School of Education Director, Dean of Academic Programs and Services, and/or the President.

Minimum Qualifications:

Master's degree from a U.S. Department of Education recognized accredited institution in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, or Career Development, Marriage and Family Therapy, or Marriage, Family or Child Counseling with 3 years' work experience as a direct service provider. Experience in teaching in a post-secondary education setting.

OR

Master's degree AND 18 graduate credit hours in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, or Career Development, Marriage and Family Therapy, or Marriage, Family or Child Counseling with 3 years' work experience as a direct service provider. Experience in teaching in a post-secondary education setting.

Desirable Qualifications:

- An applicant with a CRC (certified rehabilitation counselor) or NCC (national certified counselor) credential is preferred
- Teaching at the post-secondary level is preferred
- Experience implementing a post-secondary human services education program with community outreach.

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 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.
- 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 School of Education, 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.