



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

Announcement No. 16-026

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>Program Coordinator I</b>
<b>Department:</b>	<b>Administration and Resource Development</b>
<b>Pay Level &amp; Step:</b>	<b>20/01 - 20/02</b>
<b>Annual Salary:</b>	<b>\$24,330.79 - \$25,182.37</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: 09/21/2016</b>	<b>Closing Date: 10/06/2016 or Until Filled</b>

*Subject to 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.*

### **Nature of the Position:**

The Program Coordinator reports to the Director of Project PROA, and participates in the efficient and effective planning and implementation of NMC's Project PROA.

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### **Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Attends staff training opportunities available at NMC.
- Assists the instructors in referrals and coordination of tutor/mentor services and maintain a record control for each participant of Project PROA.
- Able to work and communicate with Early Intervention Counselor to refer students.
- Work with tutors and mentors to follow work schedules.
- Coordinate with tutors and mentors on their assigned duties and responsibilities.
- Monitors work-study students' timesheets and handles other necessary communication involving work-study students.
- Assist Director and members of PROA Circle plan.
- Schedule monthly cultural, academic and outreach activities for PROA Members.
- Receives visitors, answers phone calls and operate computer.
- Assist with various clerical and minor administrative and business details.
- Prepare the departments travel authorizations, travel vouchers, work orders, purchase orders, other documents, and miscellaneous correspondence as necessary.
- Submits monthly reports to the Project PROA Director.
- Performs other related duties as assigned.

### **Minimum Qualifications:**

An Associate's degree from a U.S.-accredited institution in Business Administration, Public Administration, or in a related field. Must have at least two (2) years of work experience in secretarial/office management.

### **Knowledge, Skills, and Abilities**

- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database 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 Project PROA 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.

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**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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