



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 16-027

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.

POSITION TITLE:	Program Coordinator I (Service Learning)
Pay Level & Step:	20/01 – 20/02
Annual Salary:	\$24,330.79 - \$25,182.37
Location:	As Terlaje Campus, Saipan
Opening Date: 09/23/16	Closing Date: 10/08/16 or Until Filled

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:

The Service Learning Coordinator reports to the Dean of Student Services and works to develop and coordinate integrative, project-based (civic) learning initiatives for courses, faculty, and students. This position develops program objectives and goals, organizes activities for students and faculty, assists with budget planning, assessing program effectiveness, developing and implementing professional development workshops for faculty, and maintaining community partnerships and on-campus collaborations relevant to accomplishing program goals. The position requires flexibility in working schedules to include Saturdays, Sundays and evenings when required.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Leads the program assessments for service learning courses and/or community engagement activities (e.g., designing analytical rubrics for assessing course-embedded student artifacts, designing and deploying surveys, analyzing assessment data using research methodologies and computer software, etc.), and writing reports and disseminating results of assessment information to interested parties
- Provides high-quality student and internal and external customer service.
- Establish and manage a Service Learning Program (i.e., an active program of civic and service learning that involves our uniquely diverse cohort of students, faculty, staff, and community partners)
- Contribute, more broadly, to the design and implementation of a comprehensive strategy to support student leadership development for all students on campus
- Promote the value of civic engagement and participation of students in volunteer, service, and civic activities.
- Assist with campus programs such as orientation and other events
- Build and maintain strong partnerships with local community agencies to promote curricular civic engagement
- Build and maintain positive working relationships with students, faculty, staff, and community members to promote participation and support for student leadership and development activities
- Work collaboratively with faculty, staff, and administration on grant opportunities to further enrich service and civic learning
- Recruit and subsequently support/assist faculty in developing strategies and opportunities for integrating service learning activities into the course curriculum (i.e., incorporating service learning into new and existing courses), and use faculty-guided project work to strengthen service learning and internship opportunities
- Hire, train, and supervise part-time student employees (as well as student volunteers) and supervise/lead departmental staff
- Coordinate, monitor, evaluate, and provide support for the activities of student organizations, as appropriate
- Coordinate and promote additional academic, social, cultural and recreational activities for students, in support of the ASNMC Student Government and chartered student organizations
- Prepare general correspondence, reports, instructional materials, and budget recommendations related to the programs and contributing to the preparation of grant proposals/applications
- Develops annual budget requests, program review reports, and year-round assessments for the Service Learning Program
- Implements a system of internal controls for accountability with regard to: staff time and effort, cash handling, purchases, use of equipment, and maintaining records of civic and integrative learning activities and community partner contacts.
- Continually research the best practices in civic learning, service learning, and new models of integrative learning
- Performs other duties as assigned by the Dean of Student Services

Minimum Qualifications:

Associate's degree from an accredited institution recognized by the U.S. Department of Education, and at least one (1) year of relevant experience in program administration or coordinating student-centered events and/or activities, working with service learning and/or servant leadership initiatives (preferably in a higher education setting).

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Preferred Qualifications:

- Bachelor's degree (ideally in leadership, management, education, social work, or related field)
- Prior teaching experience and/or work experience in higher education, marketing, business, communications, public relations, psychology/sociology, or related field
- Experience in research design, program assessment, and/or statistical analysis
- Public speaking skills

Knowledge, Skills, and Abilities:

- Strong desire to work with students, a natural ability to engage with diverse communities, and effective communication and presentation skills, are paramount.
- Ability to design and execute student activities and leadership programs
- Strong analytical and problem solving skills, as well as excellent interpersonal and communication skills
- Strong computer skills (mastery of programs such as Word, Excel, and PowerPoint essential); knowledge of and/or experience in multimedia and business applications is preferred
- Knowledge of other trends, issues, and accepted practices relevant to the position
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Completes tasks accurately and timely.
- 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 Student Services Division 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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