



Northern Marianas College
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VACANCY ANNOUNCEMENT
Re-Announcement No. 16-041

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:	Coordinator, Distance Learning Education
Minimum Pay Level & Step:	32/01 - 32/02
Minimum Annual Salary:	\$43,197.84 - \$44, 709.77
Location:	As Terlaje Campus, Saipan
Opening Date: 12/09/2016	Closing Date: 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.

Nature of the Position:

Under the direction of the Dean of Academic Programs and Services, the successful candidate will work in a diverse multicultural environment to lead the strategic, tactical and operational planning, development, direction and implementation of the College's Distance Learning Project. This will involve working side-by-side with College faculty and partners in distance learning to build, develop, and deliver online learning that will employ various distance learning delivery strategies.

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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.
- Work with faculty, department chairs, academic council and curriculum designer to coordinate the design, development, implementation, and delivery of the Inter-Island Distance Learning Project
- Configure, manage, and train faculty in the use of the course management system
- Work in conjunction with all appropriate departments and committees to develop policies and procedures for distance learning
- Work closely with members of the Information Technology (IT) to implement new online curricula in the fields of technology, business and health sciences
- Develop a training program for faculty and partners development in On-line distance learning using a variety of new technologies and strategies.
- Supervise all aspects of e-learning course development, student retention, and faculty support
- Work as Liaison with Academic Advisors, Online Faculty, Distance Learning Facilitators on the remote sites on Rota and Tinian, and partners in the Inter Island Distance Learning Network.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized accredited institution in Distance Learning, Educational Administration, Instructional Design, Educational Technology, or related field plus (3) three years of distance learning network and administration or related experience.

Preferred Qualifications:

Master's degree from a U.S. Department of Education recognized accredited institution in Distance Learning, Educational Administration, Instructional Design, Educational Technology, or related field.

Knowledge, Skills, and Abilities

- Expert knowledge of distance learning technology, instructional design & delivery, educational budgeting and administrative processes.
- Higher Education Online Learning experience with knowledge of Content Management Systems
- Organizational management and leadership ability
- Ability to work successfully with people of varying educational and cultural backgrounds & experience levels.
- Ability to communicate effectively, both orally and in writing
- 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 the Division of Academic Programs and Services and of 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.