



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 16-042

Northern Marianas College is accredited by the Western Association of Schools and Colleges. 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.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Marianas 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 will 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: Department Chair II
Department: Sciences, Math, Health, and Athletics
Pay Level & Step: 34/01 – 34/02
Annual Salary: \$49,356.09 - \$51,083.56
Location: As Terlaje Campus, Saipan
Opening Date: 12/9/2016 Closing Date: 12/19/2016 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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Northern Marianas College is accredited by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.

Nature of the Position:

This position is a non-instructional faculty located in the Sciences, Math, Health, and Athletics Department, within the Academic Programs and Services division. The position reports to the Dean of Academic Programs and Services and is charged with the responsibility of assisting the College to fulfill its educational mission by managing all aspects of the Sciences, Math, Health and Athletics Department operation and providing instruction in various Math, Science, Health & Athletic courses.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities
- Provides high quality services to students and the community.
- Manages and provides quality assurance for all aspects of instruction within the Department.
- Acts as principal advisor to the Dean on all matters relating to the management and program operations of the Department.
- Develops and administers the Department's annual and long-term plans, including new academic programs, in line with the College's mission, goals, and overall development plans.
- Has the overall responsibility for the preparation and revision of departmental degree and certificate programs, curriculum, course guides, and course syllabi. Reviews textbooks, tests, and other curricular materials for adoption.
- Provides department/program reports, budget input, and other information to the Dean.
- Maintains the Department's financial, academic, personnel and other records.
- Develops, justifies, and manages Department's budget within the guidelines set by the College; monitors financial expenditures of the Department and requests budget revisions when needed.
- Provides draft Department course schedules and faculty workloads to the Dean for review, approval, and coordination with overall program and institutional needs.
- Compiles and submits departmental book orders in collaboration with SMHA faculty.
- Ensures that the Department's facilities are properly maintained and equipment are adequately inventoried.
- Plans, organizes, directs, and coordinates ongoing programs and special activities, including community education, in conjunction with the Dean and other College administrative personnel.
- Schedules and chairs regular Department meetings and keeps meeting minutes as documentation.
- Observes classes taught by both full-time and adjunct Department faculty. Conducts annual performance evaluation of full-time faculty and assists them in the development and implementation of their annual Professional Development Plan.
- Recruits, reviews qualifications of, and certifies adjunct faculty to teach departmental curriculum, as necessary.
- Recommends recruitment venues to the Human Resources Manager; makes hiring and other full-time personnel recommendations to the Dean and the Director of Human Resources.
- Assists the Dean in orientation of new full-time and adjunct Department faculty, and ensures ongoing assistance to such faculty.
- Supervises and advises Department faculty and staff regarding professional development, educational, and training opportunities. Strives continuously to improve program quality, teaching effectiveness, and professional competence. Leads ongoing departmental efforts to improve curriculum and the teaching—learning environment.
- Maintains a good working relationship with and among department personnel and other College employees.
- Teaches a total of 12 credits per academic year a Science, Mathematics, and/or Health theory in the classroom setting and provides supervision to students as a requirement. Provides academic advising

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to Department's students.

- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment. Maintains office hours for consultation with students.
- Participates in departmental and institutional committee work and other college-wide activities.
- Adheres to College policies and procedures.
- Performs other related duties as assigned.

Minimum Qualifications:

- Master's degree from a U.S. Department of Education recognized accredited institution in a Science, Technology, Engineering, and Mathematics (STEM) area ,
- Two (2) years of teaching experience at the post secondary level and at least Three (3) years of progressive management or leadership experience.
- Doctorate preferred

Knowledge, Skills, and Abilities

- Meets regularly scheduled and routine working hours and has a willingness to occasionally work beyond the routine working hours during break, seasons or for special events.
- 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.
- Recognizes the important roles of responsibility and authority and holds subordinates accountable for results and behavior.
- Must be able to present information in a clear and professional manner.
- Strives to grow professionally through continuous study and participation.
- Projects poise and authority and dresses to convey an appropriate image in accordance with position requirements.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Sciences, Mathematics, Health, and Athletics Department, 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

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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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