



Northern Marianas College
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VACANCY ANNOUNCEMENT
Announcement No. 16-047

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 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 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:	Counselor (Early Intervention)
Pay Level & Step:	29/01 – 29/02
Annual Salary:	\$ 40,567.11- \$41,986.96
Location:	As Terlaje Campus, Saipan
Opening Date: 12/20/2016	Closing Date: 12/31/2016 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. Advertised annual salary represents the first in the lowest applicable grade though the last step in the highest applicable grade. Annual salary upon initial appointment will generally be the first step in the grade based upon education and experience. A higher step within the appropriate grade, up to step 12, may be selected in the event the College experiences difficulty in recruiting. All salaries are subject to availability of funds.

Nature of the Position:

The Counselor is a non-instructional faculty position that reports directly to the Director of Learning

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Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.

Support Services, under the Division of Student Services.

Duties and Responsibilities:

- Participate in Program Review and Outcomes Assessment (PROA) activities.
- Provide holistic counseling services to individual students and/or groups to address academic needs, career planning, financial aid, and barriers to success.
- Systematically reviews academic progress of and assists in developing academic plans for non-degree students, students interested in transfer, students concurrently enrolled in high school, and students on academic sanction.
- Lead and facilitate discussion groups and educational workshops to promote strategies for academic and personal challenges.
- Implement retention and early intervention strategies and collaborate with faculty in identifying and assisting students at risk for poor academic performance.
- Provide "Just-in-Time" advising to inform students at appropriate times throughout the year of important institutional requirements, deadlines, and activities..
- Interpret academic standards, policies, procedures, student rights and responsibilities.
- Facilitate access to community agencies and resources to support students as appropriate.
- Participate in institutional committees (e.g. Academic Advising Committee) and institutional activities (e.g. registration/orientation) as assigned by the Director of Learning Support Services.
- Assist with the coordination of incoming/new students through advising, registration, and orientation.
- Establish and maintain student records, including contact logs, letters of recommendations and relevant academic worksheets and forms.
- Performs other duties as assigned.

Minimum Qualifications:

Graduate from a U.S. Department of Education recognized and accredited institution with a Baccalaureate Degree in Education, Psychology, Social Work, Counseling, or a closely related field, plus three (3) years of progressively responsible professional experience with responsibilities for academic and personal counseling; or equivalent education/training or experience; must have excellent interpersonal and communication skills.

Master's Degree with at least one (1) year of post-secondary institution experience preferred.

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.