

Northern Marianas College
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VACANCY ANNOUNCEMENT
Re-Announcement No. 15-012

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:	Instructor, Hospitality/Tourism
Department:	Business
Pay Level & Step:	32/01 – 32/02
Annual Salary:	\$41,527.83 - \$42,981.30
Location:	As Terlaje Campus
Opening Date: 1/11/2017	Closing Date: 1/21/2017 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. All salaries are subject to availability of funds.

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Nature of the Position:

This position is located in the Business Department, within the Academic Programs and Services division. The position reports to the Business Department Chair and is charged with the responsibility of assisting the College to fulfill its educational mission by providing instruction in Hospitality & Tourism. Courses that may be taught include, but are not limited to, Travel and Tourism, Hospitality, Food and Beverage Management, Restaurant Operations, and Guest Relations. The position may also be tasked with developing new Hospitality and Tourism courses based upon student and/or community demand.

Duties and Responsibilities:

1. Participates in Program Review and Assessment activities. This includes, but is not limited to, course level assessment for all courses taught by the position, lead role in program level assessment for the Hospitality & Tourism Management program, chairing a Hospitality & Tourism Management program advisory council, and supportive role in program level assessment for other Business degree programs and overall institutional assessment.
2. Teaches a total of 30 credit hours per academic year (Fall and Spring) in the areas of Travel and Tourism, Hospitality, Food and Beverage Management, Restaurant Operations, and Guest Relations and other related courses.
3. Uses a variety of teaching methods designed to enhance student learning and the development of critical thinking skills.
4. Provides high quality service to students and the community.
5. Provides academic advising for the Hospitality & Tourism Management Program and other Business majors and assists students in registration.
6. Prepares and revises curriculum, course guides, and syllabi for courses taught. Reviews textbooks and other curricular materials for adoption, and recommended books to NMC Library to support courses.
7. Develops, administers, evaluates, and scores tests and exams for courses taught.
8. Assists students in supplementing classroom learning through practical internship and work-study programs.
9. Evaluates students learning, records and submits course grades, and maintains records of student performance.
10. Maintains office hours for consultation with students.
11. Exhibits sensitivity of students' personal, cultural, and gender differences in a non-threatening learning environment.
12. Participates in faculty meetings, workshops, conferences, and available professional development activities.
13. Participates in departmental and/or institutional committee work and other college-wide activities.
14. Participates in community activities for College representation, student recruitment, and other purposes of institutional advancement, as assigned.
15. Assists the Department Chair, as requested, by conducting classroom observations of department

faculty, both full-time and adjunct, and submitting written reports of these observations to the Department Chair for faculty evaluation purposes.

16. Reviews the qualifications of adjunct faculty to teach courses within the employee's areas of expertise, and makes recommendations to the Department Chair for certification of hiring.
17. Assists the department in developing, revising, and implementing goals and objectives related to areas of expertise. Works cooperatively with other departments in implementing NMC's mission.
18. Strives to continuously improve program quality, teaching effectiveness, and professional competence. Participates in ongoing departmental efforts to improve curriculum and the teaching-learning environment. Shows commitment to work in an environment committed to Total Quality Improvement (TQI).
19. Develops and maintains, for evaluation purposes, a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and community activities, and reflects continuous professional growth.
20. Provides information and assistance to the Department Chair in budget matters relating to the Hospitality & Tourism Management and Business degree programs. Submits to the Department Chair information on activities, accomplishments, and problems/concerns for monthly reports.
21. Provides the Department Chair with information for textbook orders.
22. Maintains a good working relationship with departmental personnel and other College employees.
23. Adheres to College policies and procedures.
24. Performs other duties as requested.

Minimum Qualifications:

- Master's Degree from a U.S. accredited institution in Tourism and/or Hospitality or
- Master's Degree in Business Administration, Business Management, Administration, Marketing, or related area **AND** eighteen (18) graduate credits in Tourism and/or Hospitality.
- Five (5) years of experience in the hospitality or tourism industries.

Preferred Qualifications:

- Teaching experience in the Asia/Pacific region or other international educational setting.

Knowledge, Skills, and Abilities

- 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.
- 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 Business 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 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.