



Northern Marianas College
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VACANCY Re-ANNOUNCEMENT
Announcement No. 16-028

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:	Instructor, Business (Computer Applications)
Department:	Business
Pay Level & Step:	32/01 – 32/02
Annual Salary:	\$41,527.83 - \$42,981.30
Location:	As Terlaje Campus, Saipan
Opening Date: April 03, 2017	Closing Date: April 12, 2017 or Until Filled

Subject to 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.

Vacancy Announcement 16-028

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Nature of the Position:

This position is located in the Business Department, within the Academic Programs and Services division, report to the Business Department Chair, and is charged with the responsibility of assisting the College to fulfill its educational mission by providing instruction in various Computer Applications, Computer Science, and/or General Business courses. Courses that may be taught include, but are not limited to Introduction to Computers (CS 103), Database Application I (CS140), Introduction to Web Site Design (CS 222), and Introduction to Programming (CS 227). Other Business courses that this position may be requested to teach include; Database Application II (CS 246). The position may also be tasked with developing new Computer courses based upon student and/or community demand for such.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities.
- 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 Computer Applications program, chairing a Computer Applications/Programming program advisory council, and supportive role in program level assessment for other Business degree programs and overall institutional assessment.
- Provides high quality service to students and the community.
- Teach at least 30 credit hours per academic year (Fall and Spring semesters) in the areas of Computer Applications, Computer Science, and/or Business.
- Uses a variety of teaching methods designed to enhance student learning, reading and writing proficiency, interpretive abilities, and the development of critical thinking skills.
- Provides academic advising for Computer Applications and other Business majors and assists students in registration.
- 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.
- Develops, administers, evaluates, and scores tests and exams for courses taught.
- Assists students in supplementing classroom learning through practical internship and work-study programs.
- Evaluates students learning, records, submits course grades, and maintains records of student performance.
- Maintains office hours for consultation with students.
- Exhibits sensitivity of students' personal, cultural, and gender differences in a non-threatening learning environment.
- Participates in faculty meetings, workshops, conferences, and available professional development activities.
- Participates in departmental and/or institutional committee work and other college-wide activities.
- Participates in community activities for College representation, student recruitment, and other purposes of institutional advancement, as assigned.
- Assists the Department Chair, as requested, by conducting classroom observations of department faculty, both full-time and adjunct, and submit written reports of these observations to the Department Chair for faculty evaluation purposes.
- 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.
- 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.
- 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).
- For purposes for evaluation, develops and maintains a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and

Vacancy Announcement 16-028

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- community activities, and reflects continuous professional growth.
- Provides information and assistance to the Department Chair in budget matters relating to the Computer Applications and Business degree programs.
- Submits information on activities, accomplishments, and problems/concerns for monthly reports to the Department Chair.
- Provides the Department Chair with information for textbook orders.
- Maintains a good working relationship with department personnel and other College employees.
- Adheres to College policies and procedures.
- Performs other duties as requested and assigned.
- Demonstrate and provide effective phone etiquette and customer service skills.

Minimum Qualifications:

Master's degree in Computer Science or Information Technology or Master's degree AND 18 graduate credit hours in Computer Science or Information Technology. Experience teaching in a post-secondary education setting.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All faculty candidates must demonstrate their knowledge of the subject matter that they will teach, as well as their abilities to effectively teach in the assigned discipline.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

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.
- Demonstrate and provide effective phone etiquette and customer service skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

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, Detailed Resume, 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

Vacancy Announcement 16-028

(except high school). Optional: Cover Letter.

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. Police/court clearance will be required upon job offer.

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.

Vacancy Announcement 16-028

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