



**Northern Marianas College**  
**P.O. Box 501250 CK**  
**Saipan, MP 96950**  
**Phone: (670) 237-6855/6856/6858**  
**Fax: (670) 235-3696**  
**Website: <http://www.marianas.edu>**

---

---

**VACANCY ANNOUNCEMENT**  
Re-Announcement No. 16-034

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.

<b>POSITION TITLE:</b>	<b>Program Manager I (UCEDD)</b>
<b>Department:</b>	<b>Administration and Resource Development</b>
<b>Pay Level &amp; Step:</b>	<b>28/01 - 28/02</b>
<b>Annual Salary:</b>	<b>\$35,674.68 - \$36,923.30</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b>	<b>1/11/17</b>
<b>Closing Date:</b>	<b>Until Filled</b>

*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 Re-Announcement 16-034**

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

**Nature of the Position:**

This position is a coordinator for the University Center for Excellence in Developmental Disabilities (UCEDD). The incumbent in this position is responsible for assisting the UCEDD Director in implementing the four core function: (1) Pre-Service and In-Service Interdisciplinary Studies (2) Technical Assistance and Community Services (3) Research (4) Information Dissemination of the UCEDD program. The incumbent in this position reports directly to the Director of the UCEDD program. This position is located within the Extended Degree and University Partnership Program, Community Development Institute.

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- In collaboration and consultation with the public and private schools, disability and rehabilitation related partners in the community, monitors and collects data about the program and curriculum in interdisciplinary studies, special education, and other related courses for training and/or certificate program.
- Assist UCEDD Director during events and meetings.
- Collects data on the highlights or benefits gained from in UCEDD events, conferences, meetings, and training to other Program staff and the Program Advisory Council.
- Assist the Consumer Advisor Committee (CAC) to plan, evaluate the annual UCEDD Work Plan.
- Implement and update UCEDD annual goals, objectives, and activities as necessary.
- Assist the UCEDD Director coordinate annual needs assessment process with the DD Network (TRI Agency) partners and other disability partners to determine priority needs of people with developmental disabilities and their family.
- Assist with dissemination of DD information on the most current research findings and best practices relating to developmental disabilities, etiology, new product development (medication and assistive technology), rehabilitation and treatment, etc.
- Gathers and maintains data on UCEDD grant and compliance with federal guidelines and grant conditions for both programmatic and fiscal requirements.
- Supports research and other studies as listed in the UCEDD Work Plan.
- Coordinates training activities as identified in the UCEDD Work Plan.
- Identifies funding opportunities and prepares applications to leverage additional funding for developmental disabilities program.
- Monitors and accounts for all UCEDD purchased equipment, supplies, and program resource materials purchased for educational and administrative purpose.
- Identify staff training needs and develops a comprehensive professional development plan.
- Performs other related duties.

**Minimum Qualifications:**

Bachelors in Special Education or related discipline, plus three (3) years of experience working with individuals with developmental disabilities. (Master's Degree preferred).

**Knowledge, Skills, and Abilities**

- Demonstrate effective phone etiquette and customer service skills.
- Must have experience in administration and fiscal management
- Familiarized with the work and purpose of the DD network (Tri Agency) partners;
- 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, faculty, 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 Administration and Resource Development, 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, 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 (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.

**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.