



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-001

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:	Coordinator, Prior Learning
Department:	Academic Programs and Services (APS)
Pay Level & Step:	32/01- 32/02
Annual Salary:	\$43,197.84 - \$44,709.77
Location:	As Terlaje Campus, Saipan
Opening Date: 1/03/2017 Closing Date: 1/13/2017 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.

Nature of the Position:

The Coordinator for Prior Learning, reports directly to the Dean of Academic Programs and Services. The

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primary leadership scope for the position is to strategically guide the enrollment of non-traditional students participating in prior learning and implement innovation, entrepreneurship and outreach efforts of the College. The strategic objective of the position is to build enrollment in the online, onsite, prior learning, transfer students, innovation, outreach and other non-traditional arenas throughout the CNMI and the region, as well as to work interactively to establish collaborative partnerships with business, government, and other educational entities to create access and learning opportunities for students in the region. There is an expectation of routine inter-island travel in order to meet with education and business partners, assess local educational needs, and support staff development, recruitment, and advising initiatives.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Reports to the Dean of APS and provides leadership in the development of innovative policy, procedure, programs and systems in support of areas supervised;
- Works closely with deans, department chairs, and directors with the primary responsibility for leading strategic programming at NMC and beyond, working collaboratively with Deans on effective program development and delivery.
- Responsible for assessing human, financial, and technology resources necessary for innovative programming and delivery models at NMC or its Instructional Sites.
- Responsible for developing financially sustainable business models for alternative delivery at or through the centers based on market need and empirical data.
- The PL, in consultation with the Dean of Academic Program & Services (APS) and the Dean of Administrative & Resource Development (ARD), serves as institutional liaison in developing partnership agreements with external educational organizations, agencies, business, and industry.
- Works closely with regional community college partners in establishing pathways for recruitment from community colleges, in advising at a distance, prior learning and in identifying viable learning opportunities for students on campus, onsite, and online.
- Responsible for defining the metrics of success for Instructional Sites and Site operations as a whole.
- Responsible for the oversight of strategic planning goals leading to increased recruitment yield, retention, and completion of on campus, onsite, prior learning, online and transfer students.
- Site Operations staff with primary responsibilities for recruitment and advising through the Instructional Sites report to the PL. The Dean of APS to retain primary responsibilities for faculty staffing in online and onsite modalities.
- Identify collaborative opportunities with external partners.
- Maintain existing and cultivate new enrollment potential through relationship building at regional community colleges and “just in time” technology-leveraged programming at NMC.
- Work with the Dean of APS and their counterparts at regional community colleges to establish pathway programs, articulation agreements, and sustainable Memoranda of understanding between entities.
- Coordinate pathway programs with or from other educational institutions, including programming that contributes to community enrichment, builds on Career Technical Education (CTE) programs in the region, leverages community college pathway programs, and develops co-enrollment/co-admission relationships with educational institutions.
- Works closely with the Management Team, Deans, and Department Chairs as well as the Director of Institutional Effectiveness to ensure academic quality through regular faculty trainings in technology-leveraged instruction.
- Evaluate annually the integrity of alternative delivery models and the human and technology infrastructure at NMC and Instructional Sites.
- Works closely with the Dean of APS, Dean of ARD, Director of Community Development Institute (CDI), and Registrar, to provide oversight of academic quality for Agency Sponsored Learning (ASL) and Assessment of Prior Experiential Learning (APEL).

- Works closely with the Department Chairs and Executive Director, Tinian and Rota Center to recommend staffing priorities for programming at a distance, including online, onsite, and Weekend programs.
- Work closely with the Dean of Student Services (SS) and Career Services in securing internship and learning opportunities for all NMC students and communicate these opportunities through the NMC Website.
- Work closely with NMC Office of Institutional Advancement, Administrative Services, and Tinian and Rota Center to ensure marketing materials are current and, where necessary, differentiated for target audiences.
- Other related duties as assigned by the Dean of Academic Programs and Services (APS).

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized accredited institution, plus six (6) years of experience in an area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management Or a Master's degree from a U.S. Department of Education recognized accredited institution, plus two (2) years of experience in an area related to college admissions, recruitment, enrollment services, financial aid, or student support services, as well as educational program administration and management. Plus one (1) year minimum teaching in a post-secondary class setting.

Knowledge, Skills, and Abilities

- 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, 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 with the Office of Admissions and Records and NMC.
- Familiarity with standard student record-keeping procedures, including AACRAO criteria and provisions of FERPA.
- Familiarity with the Prior Learning Assessment Model.
- Working knowledge of the development of curriculum, academic course schedules and catalog, transfer practices, general education, and articulation.
- Working knowledge regarding student information systems.
- 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, 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.