



Northern Marianas College
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INTERNAL VACANCY ANNOUNCEMENT ONLY

Announcement No. 17-012

Northern Marianas College is accredited by the Western Association of Schools and Colleges. 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 work 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:	Financial Aid Specialist II
Department:	Financial Aid Office
Pay Level & Step:	25/01 – 25/02
Annual Salary:	\$30,905.35 - \$31,987.04
Location:	As Terlaje Campus, Saipan
Opening Date: 2/22/2017	Closing Date: 3/4/2017 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.

Internal Vacancy Announcement 17-012

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

Nature of the Position:

The position is located at the Financial Aid Office under the direct supervision of the Director, Financial Aid. This position engages individual students at critical points during their enrollment to reaffirm the availability of support and to discuss options and pathways that empower students to continue to pursue short and long term educational goals. The Financial Aid Specialist is committed to advancing the goals, objectives, activities, and services of the Financial Aid Office in meeting NMC's mission statement.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Participates in accreditation effort activities.
- Provides high-quality internal and external customer service.
- Advises students on all aspects of student financial aid such as satisfactory progress, ineligibility, rules and regulations, appeals, and assist applicants in completing related forms.
- Assist in the general administration of federal, state, local, institutional, and private financial aid programs to students.
- Primary responsibility for determining student's eligibility for financial assistance through review of applications and other pertinent data for further processing, analysis and packaging of assistance.
- Coordinate, participate, and present in outreach efforts (as needed), including workshops for orientation and other-college preparatory events and activities. This includes coordination, planning and delivery of programs and workshops on financial aid and financial aid application processes.
- Responsible for enforcing policies and procedures to assure that all new students interested in applying for financial aid are informed, advised, and assisted in the process.
- Review and evaluate students' SAP in accordance with SAP policies; review, evaluate and take action on student complaints and appeals relating to financial aid eligibility.
- Assist in the design and implement intervention strategies in support success of students on financial aid probation or suspension.
- Collects and processes verification documents.
- Supervises and evaluates the work performance of student trainees.
- Work collectively and as a team to develop, promote, and execute system-wide activities such as the Counselors Conference, Cash for College, and Start Smart Seminar events.
- Serves as a member of the NMC Recruitment and Registration Committees.
- Assists in the design, implementation, and maintenance of financial aid databases.
- Assist in conducting federal and other financial assistance workshops/seminars to high school counselors and students.
- Prepares a variety of consumer information, applications, and other materials for use to conduct financial aid workshops.
- Attend professional development activities sponsored by the College.
- Demonstrate and provide effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized and accredited institution, plus two (2) years of work experience in financial aid, student affairs, counseling, or related field. Preference is given for work experience in student financial aid.

Knowledge, Skills, and Abilities

- Demonstrate and provide effective phone etiquette and customer service skills.
- Must have excellent interpersonal and communication skills, and demonstrable knowledge with respect to federal financial aid.
- Strong working knowledge of outreach principles in higher education.
- Strong organizational skills and familiarity with retention strategies among low-income, Native Pacific Islander students.
- Ability to work independent of supervision.
- Ability to assist, persuade, and motivate students to make appropriate educational/vocational choices and take an active role in assisting the student attain college goals.
- Possess considerable knowledge of internal and external resources.
- Commitment to working effectively with a diverse student population.
- 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 prioritizes 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 Financial Aid Office 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. 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.