



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-014

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:	Administrative Manager I
Department:	School of Education
Minimum Pay Level & Step:	20/01 – 20/02
Minimum Annual Salary:	\$24,330.79 - \$25,182.37
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.

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Nature of the Position:

This position is located in the School of Education (NMC). The incumbent reports to the Director of School of Education. This position requires a thorough knowledge of the College's organizational structure, its policies and procedures, the functions of each unit and department within the institution, accreditation standards, financial and other record keeping, and all standard office procedures and practices. Approximately 100% of the employee's time will be spent performing work for the School of Education.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities
- Provides high-quality customer service to students and the community.
- Assists the Director in coordinating administrative officer services, such as personnel, housekeeping, and record control.
- Prepares the department's travel authorizations, travel vouchers, work orders, purchase orders, other documents, and miscellaneous correspondence as required.
- Assists during registration and inputs data into computerized student files.
- Distributes, scans, and compiles comments on Course Evaluations.
- Makes copies of and files correspondences and other printed matter, and assembles materials.
- Takes, types, and distributes minutes for department meetings.
- Responds to reported absences of department personnel.
- Monitors any work-study students' timesheets and handles other necessary communication involving work-study students.
- Receives visitors, answers the phone, and operates computers.
- Assist in the management of the School of Education as needed including maintaining, monitoring and keeping record of all inventories of all capital equipment, supplies and ordering items as needed.
- Gives input to the Director of School of Education concerning the budget, orders supplies, and updates department budget records.
- Facilitates communication between the department and other NMC Department Chairs, faculty and offices.
- Picks up and drops off materials on campus.
- Relieves the Director of clerical and minor administrative and business details.
- Receives and consolidates all departmental timesheets and prepares them for the approval of the Director.
- Attends staff training opportunities available at NMC.
- Coordinates classroom assignments, maintenance, and security.
- Performs other duties as assigned.
- Assists the Director in coordinating administrative officer services, such as personnel, housekeeping, and record control.
- Supervise the work of assigned office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Interpret and communicate work procedures and policies to employees and stakeholders.
- Assists with maintaining, monitoring and keeping record of all inventory of all capital equipment, supplies and ordering items as needed.
- Provides updates to the Director concerning the, orders supplies, and budget records.
- Picks up and drops off materials on campus.
- Assist with the recruitment of undergraduate students to Northern Marianas College.
- Meet with students, family members, high school counselors, and representatives of other organizations in person and contact students via telephone, e-mail, and mail.
- Resolve customer complaints or answer customers' questions regarding policies and procedures.
- Provide excellent customer service and build professional relationships with respective audiences.
- Compile and analyze admission data.
- Provide guidance to students, parents, faculty and staff on the college admission and registration process.
- Work effectively with academic advisors, financial aid staff, and counseling staff to ensure a smooth transition from inquiry to enrolled student.

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- Provide guidance for students seeking to transfer to other schools.
- Assist with implementing, monitoring, and managing regular communication plan with prospective students, applicants, accepted students, deposited students and their family members.
- Plan and participate in admission events both on- and off-campus.
- Design, implement, or evaluate staff training and development programs, customer service initiatives, or performance measurement criteria.
- Use the College's computer information system to monitor and follow-up with inquiries and applicants.
- Ability to work some evenings and weekends and willingness to travel to selected locations.
- Respect the confidential nature of information provided by internal and external stakeholders.
- Complete assignments in a timely fashion.
- Communicate with applicants about the status of their application.
- Demonstrate and provide effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

Associate's Degree from a U.S. Department of Education recognized accredited institution plus four (4) years of secretarial/office management experience.

Knowledge, Skills, and Abilities

- Demonstrate and provide effective phone etiquette and customer service skills.
- 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 of the School of Education 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.

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