



**Northern Marianas College**  
**P.O. Box 501250 CK**  
**Saipan, MP 96950**  
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**VACANCY ANNOUNCEMENT**  
Announcement No. 17-017  
**LIMITED TERM APPOINTMENT**

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>Extension Aide I</b>
<b>Department:</b>	<b>CREES</b>
<b>Pay Level &amp; Step:</b>	<b>10/02</b>
<b>Annual Salary:</b>	<b>\$15,067.80</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b>	<b>3/23/2017</b>
<b>Closing Date:</b>	<b>4/03/2017 or 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.*

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**Nature of the Position:**

This position will work under the direction of the Northern Marianas College Cooperative Research, Extension and Education Service (NMC-CREES) Family, Community & Youth Development (FCYD) Program. This position will work with the 4-H Youth Development program specifically Camp Maga'Lahi. Duties will entail organizing, supervising, evaluating, and teaching youth events; working at the Saipan Camp Maga'Lahi, and doing miscellaneous work at the Extension office. Lead or assist with day camps, recreation activities and workshops. Some evening work and weekends required.

**Duties and Responsibilities:**

- Participates in Program Review and Outcome Assessment (PROA) activities.
- Demonstrate and provide effective phone etiquette and customer service skills.
- Work cooperatively with 4-H volunteer leaders, teen leaders, campers, Extension staff, and other 4-H partners.
- Maintain effective communications with 4-H volunteer leaders, teen leaders, campers, Extension staff, and other 4-H partners.
- Follow all guidelines and policies of the Northern Marianas College (NMC), Cooperative Research and Extension and Education Service (CREES), the Family Community & Youth Development (FCYD) Program, and camps or facilities where assigned.
- Exercise mature, professional judgment in assuming responsibility for and working with youth.
- Follow the direction of NMC CREES program staff supervising the assigned camp or event; perform various duties and provide reports as they request.
- Assist in overall management of camp or event activities as directed.
- Maintain accurate records on program participation and activities as needed.
- Prepare and submit reports as requested.
- Performs other duties as assigned.

**Minimum Qualifications:**

- High School diploma or equivalent from a U.S. accredited institution.

**Preferred Qualifications:**

- 4-H Experience or experience in working with youth

**Knowledge, Skills, and Abilities**

- Demonstrate and provide effective phone etiquette and customer service skills.
- Must demonstrate knowledge and ability to effectively teach subject matter and assigned discipline.
- Effective verbal and written communication and computer skills.
- Effective organization and multi-tasking skills (time management).
- 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 Social Sciences and Fine Arts Department, Academic Programs and Services Division, and the College.
- Self-motivated and enthusiastic.

**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

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(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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