



**Northern Marianas College**  
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**VACANCY Re-ANNOUNCEMENT (Amendment)**  
Announcement No. 17-020

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>Supply Specialist I (2 Positions)</b>
<b>Department:</b>	<b>Procurement &amp; Property Management Office</b>
<b>Pay Level &amp; Step:</b>	<b>10/01-02</b>
<b>Annual Salary:</b>	<b>\$24,330.79 - \$25,182.37</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b> April 17, 2017	<b>Closing Date:</b> April 26, 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 Procurement and Property Management Office (PPMO) and is under the direct supervision of the Procurement Manager. This position requires thorough knowledge of the Institution's organizational structure, its policies and procedures. The incumbent reports directly to the Procurement Manager and is responsible for assisting in the procurement process and in the inventory and property management of the College's personal properties.

**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Provide high quality student and internal and external customer service.
- Conduct and/or assist in PPMO Workshops.
- PPMO data entries and processing of Purchase Orders.
- Assist in the daily operation of PPMO.
- Processes requests for survey forms.
- Process donation documentation from donors or to recipients.
- Conducts inventories and tags all NMC assets properties around campus.
- Provides guidance on transfer or survey of college assets property.
- Maintains master inventory into FAS GOV database of all college assets by departments.
- Maintain Access database of all college assets by departments.
- Provides inventory lists to all college departments.
- Conducts Property Management workshops at least twice a year.
- Conducts biennial inventories of the mains campus and the instructional sites on Rota and Tinian, as directed by the Procurement Policies and Procedures.
- Maintains and updates property management databases (ex.: Property Custodian list, Manufacturer listing, Equipment user listing, physical inventory submittals).
- Coordinate the delivery and distribution of goods (goods could weigh more than 50 lbs), to the various departments.
- Coordinates the transferring of items from various locations around campus to the PPMO for disposition.
- Maintains an accurate and current FASGOV inventory database.
- Files Capital/Capitalized Purchase Orders, invoices, RFS's, RFT's and other assorted documents.
- Supervises and trains Work Study (Student employees') as needed.
- Performs other duties as assigned.
- Demonstrate and provide effective phone etiquette and customer service skills.

**Minimum Qualifications:**

High School graduate from a U.S. accredited institution plus three (3) years' experience in office management/data entry.

**Knowledge, Skills, and Abilities**

- This position requires lifting and or moving objects/boxes/packages that could weigh 50lbs or more.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably 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 tasks accurately and timely.
- Takes initiative and works both independently and cooperatively.
- 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 Procurement Office and NMC.

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- Demonstrate and provide effective phone etiquette and customer service skills.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 50 lbs.

**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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