



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 17-025

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>Archivist</b>
<b>Department:</b>	<b>Library Programs &amp; Services</b>
<b>Pay Level &amp; Step:</b>	<b>34/01 – 34/02</b>
<b>Annual Salary:</b>	<b>\$47,534.95 - \$49,198.68</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: May 10, 2017</b>	<b>Closing Date: May 21, 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.*

### **Nature of the Position:**

This position is located within the Department of Library Programs and Services, under the direct supervision of the Director of Library Programs and Services. The successful candidate will manage all aspects of the CNMI Archives and Pacific Collections unit within the Library. The incumbent will work

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closely and communicate effectively with the heads of CNMI government agencies, municipalities, and instrumentalities. Also required is an in-depth understanding of and experience with library and archival information systems such as ArchivesSpace, Archivists Toolkit, or related collections management software; experience with spreadsheet and database software such as Excel, Access, MySQL; broad historical research and analytical skills; effective writing skills with attention to detail; and the ability to lift up to 40 lbs. The Incumbent is expected to follow accepted archival principles and standards for manuscript and archival handling and descriptive practices.

**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Excellent oral and written communication skills and interpersonal skills.
- Manages the CNMI Archives in accordance with the ethical and professional standards established by the International Council of Archives Society of American Archivists, and Council of State Archivists.
- Coordinate record retention and transfer procedures and schedules with CNMI boards, commissions or agencies to fulfill the responsibilities of the College, as required by Public Law 8-18.
- Authenticates, appraises, and preserves official records of the CNMI of permanent historical, legal, or political significance.
- Locates and coordinates the acquisition of other materials relating to the CNMI or region that has research or historical value.
- Prepares archival records, such as document descriptions, to allow easy access to information.
- Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology.
- Directs activities of workers who assist in arranging, cataloging, exhibiting and maintaining collections of valuable materials.
- Establishes and administers policy guidelines concerning public access and use of CNMI archived materials and the Pacific Collection.
- Provides reference services and assistance for users needing archival materials.
- Develops and implements training on records management and preservation of records for government agencies, municipalities and instrumentalities within the CNMI.
- Preserves records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
- Coordinates educational and public outreach programs, such as tours, workshops, lectures, and classes.
- Participates in PIALA, CoSA, and PARBICA activities, conferences, and trainings as appropriate.
- Proposes a schedule of fees for the operation of the CNMI Archives and Pacific Collection.
- Collaborates with NMC faculty, staff, students, other special collection units, library staff, and the general community.
- In collaboration with the Library Director and the Director of the Office of Institutional Advancement, the Archivist markets the collections and services of special collections to prospective donors of collections and other gifts and endowments.
- In collaboration with the Library Director, the Academic Librarian, and other campus and community partners, the Archivist writes and submits grant proposals to agencies and foundations offering opportunities to enhance and further develop the CNMI Archives.
- The Archivist manages and supervises the acquisition, processing, and digitization of collections in close collaboration with library staff, the Department of Information Technology, and others.
- Demonstrate effective phone etiquette and customer service skills.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in history, liberal arts, humanities, or other related field plus six (6) years experience in an academic, school and/or public library.

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### **Preferred Qualifications:**

- Master's degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association plus two (2) years experience in an academic, school, and/or public library.
- Experience with library-related information technology, mark-up languages, and web page design including digital imaging and website development.
- Demonstrated experience in or commitment to developing and preserving digital research in the humanities and/or sciences.

### **Knowledge, Skills, and Abilities**

- Demonstrate effective phone etiquette and customer service skills.
- Familiarity with State Electronic Records Initiative (SERI)
- Experience successfully leading, mentoring, and training staff, interns and student assistants.
- 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.

### **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 20 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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