



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

Announcement No. 17-032

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>	Director, School of Business
<b>Department:</b>	Business
<b>Pay Level &amp; Step:</b>	35/Steps 01-02
<b>Annual Salary:</b>	\$51,530.34 - \$53,126.90
<b>Location:</b>	As Terlaje Campus, Saipan
<b>Opening Date:</b> July 26, 2017	<b>Closing Date:</b> August 04, 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.*

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

This position is located in the Business Department, within the Academic Programs and Services division. The position reports to the Dean of Academic Programs and Services and is charged with the responsibility of assisting the College to fulfill its educational mission by managing all aspects of the Business Department operation and providing instruction in various Business courses.

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**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Manages and provides quality assurance for all aspects of instruction within the Business Department.
- Acts as principal advisor to the Dean of Academic Programs and Services (APS) on all matters relating to the management and program operations of the Department.
- Develops and administers the Department's annual and long-term plans, including new academic programs, in line with the College's mission, goals, and overall development plans.
- Has the overall responsibility for the preparation and revision of departmental degree and certificate programs, curriculum, course guides, and course syllabi. Reviews textbooks, tests, and other curricular materials for adoption.
- Provides department/program reports, budget input, and other information to the Dean of APS
- Maintains the Department's financial, academic, personnel and other records.
- Develops, justifies, and manages Department's budget within the guidelines set by the College; monitors financial expenditures of the Department and requests budget revisions when needed.
- Provides draft Department course schedules and faculty workloads to the Dean for review, approval, and coordination with overall program and institutional needs.
- Compiles and submits departmental book orders.
- Ensures that the Department's facilities and equipment are adequately maintained.
- Plans, organizes, directs, and coordinates ongoing programs and special activities, including community education, in conjunction with the Dean and other College administrative personnel.
- Schedules and chairs regular Department meetings.
- Observes classes taught by both full-time and adjunct Department faculty. Conducts annual performance evaluation of full-time faculty and assists them in the development and implementation of their annual Professional Development Plan.
- Recruits, reviews qualifications of, and certifies adjunct faculty to teach departmental curriculum, as necessary.
- Recommends recruitment venues to the Human Resources Manager; makes hiring and other full-time personnel recommendations to the Dean and the Human Resources Manager.
- Assists the Dean of APS in orientation of new full-time and adjunct Department faculty, and ensures ongoing assistance to such faculty.
- Supervises and advises Department faculty and staff regarding professional development, education, and training opportunities. Strives to improve program quality, teaching effectiveness, and professional competence. Leads ongoing departmental efforts to improve curriculum and the teaching—learning environment.
- Maintains a good working relationship with and among department personnel and other College employees.
- Provides academic advising to the Department's students.
- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment. Maintains office hours for consultation with students.
- Participates in departmental and institutional committee work and other college-wide activities as assigned by the Dean of Academic Programs and Services, or by the NMC President.
- Teaches a total of six (6) credits courses in the Fall and a total of six (6) credits courses in the Spring. A total of twelve (12) credits per academic year.
- Responsible for coordinating the formation of the Business Program Advisory Council.
- Adheres to College policies and procedures.
- Provide effective phone etiquette and customer service skills.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Master's degree in Business Administration or Business-related field AND
- At least two (2) years of teaching experience at the post secondary level AND
- At least five (5) years of progressive management experience.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

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*All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.*

**Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, PowerPoint.
- 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 Business, Academic Programs and Services Division, and the College.

**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.

**Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

**Conditional Requirements:**

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not eligible to receive overtime payment for each hour in worked in excess of forty (40) within the given workweek.

**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. **\*\*\*The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any applications deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

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

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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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