



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-046

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 II
Department:	NMC Rota Center
Pay Level & Step:	14/01 – 14/06
Annual Salary:	\$29,461.73 - \$34,991.29
Location:	NMC Rota Center

Opening Date: December 19, 2017 Closing Date: 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 office of the NMC Rota Center and under the direct supervision of the Executive Director.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.

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- Coordinate student recruitment through Cash for College and Start Smart in collaboration with OAR.
- Conducts needs assessments for government agencies to ensure that the programs offered by NMC-Rota meet their needs.
- Coordinate Community Development Institute - Workforce Skills Training Programs Coordinates workshops, seminars and other related activities at NMC-Rota Center.
- Coordinates all NMC-Rota course offerings with Department Chairs on Saipan; coordinates student advisement with Counseling Department and relevant Department Chairs.
- Ensures that program mission, goals and objectives are consistent with NMC mission and purpose.
- Complies and submits book orders for Rota through relevant Department Chairs.
- Ensures that classroom facilities, equipment and supplies are available to adequately support classroom instruction and ensure that they are properly maintained.
- Recruits and reviews qualifications of adjunct faculty to teach courses; forwards application materials to Department Chairs for certification of adjunct faculty.
- Makes adjunct faculty hiring recommendations to relevant Department Chairs.
- Assist Executive Director and relevant Department Chairs in orientation of new full-time and adjunct faculty, and ensures ongoing assistance to such faculty.
- Maintains a good working relationship with and among full-time faculty, adjunct faculty & staff.
- Teach at least one course per semester based on need and specialty.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Associates degree from a U.S.-accredited institution plus thirty (30) college credits plus four (4) years of Secretarial/Accounting/Office Management experience.

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and 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 a clear and professional manner.
- 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 NMC Rota Center 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:

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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 **Non-Exempt** under the Fair Labor Standards Act (FLSA) and is “Covered”: Is eligible to receive overtime payment for each hour 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 application 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 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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