



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

Announcement No. 17-048

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>Director, Learning Support Services</b>
<b>Department:</b>	<b>Division of Student Services</b>
<b>Pay Level &amp; Step:</b>	<b>25/Steps 01-02</b>
<b>Annual Salary:</b>	<b>\$49,864.16 - \$51,609.41</b>
<b>Location:</b>	<b>As Terlaje Campus</b>

Opening Date: November 17, 2017 Closing Date: November 27, 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:**

The Learning Support Services Director position reports directly to the Dean of Student Services. The position provides leadership in developing and implementing programs and services to support learning and development, persistence, and success.

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### **Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities;
- Reports to the Dean of Student Services and provides leadership in the development of innovative policy, procedure, programs and systems in support of areas supervised;
- Direct activities for all programs organized under Learning Support Services including, Counseling, Early Intervention, Career Services, Student Employment, Disability Support Services, International Student Services, and Academic Advising Services;
- Develop and implement activities to aid in the successful transfer, persistence, and graduation of transfer students;
- Provide instruction and services that address the cognitive, affective, and sociocultural dimensions of learning;
- Coordinate academic support, including tutoring services, for students enrolled in developmental math and English courses;
- Assumes a leadership role in collaboration with colleagues and departments across the college to promote student learning and development, persistence, and success;
- Maintains close working relationships with community entities that offer related services and secures their cooperation to address student needs;
- Develops and monitors the assessment of all learning support services and activities and implement action for continuous quality improvement.
- Serve as a member of various college committees as assigned, including the Academic Advising Committee, Registration Committee, and Academic Council;
- Represents the college administration at community and college fairs and events;
- Develops, implements and monitors a complex department budget and aligns resource allocation with the NMC PROA Strategic Plan;
- Ensures all departments act in compliance with FERPA, Title IX, and other federal and state regulations;
- Update and maintain all forms and materials and public information related to assigned areas in both Web and paper format;
- Respond to and resolve student inquiries and complaints;
- Serve as a Designated School Official (DSO) to assist with monitoring and reporting requirement on foreign students with the Student Exchange and Visitor Program (SEVP).
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

### **Minimum Qualifications:**

**Director:** Bachelor's from a U.S. Department of Education recognized accredited institution, plus four (4) years of experience in area related to counseling and advising in a college or university setting, working experience supporting individuals with disabilities, understanding of international student development, understanding of federal regulations and guidelines, as well as educational program administration and management. Or, Master's degree from a U.S. Department of Education recognized accredited institution plus two (2) years of experience in area related to counseling and advising in a college or university setting, working experience supporting individuals with disabilities, understanding of international student development, understanding of federal regulations and guidelines, as well as educational program administration and management.

### **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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Division of Student Services and NMC.

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- Familiarity with standard student record-keeping procedures, including AACRAO criteria and provisions of FERPA.
- Working knowledge of the development of curriculum, academic course schedules and catalog, transfer practices, general education, and articulation.
- Working knowledge regarding student information systems.

**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 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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