



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
**Promotional/Transfer Opportunity**  
**(NMC Employees Only)**  
**Announcement No. 17-062**

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 Marianas 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>Program Coordinator I (Project PROA)</b>
<b>Department:</b>	<b>Project PROA</b>
<b>Pay Level &amp; Step:</b>	<b>10/01 – 10/02</b>
<b>Annual Salary:</b>	<b>\$24,330.79 - \$25,182.37</b>
<b>Location:</b>	<b>As Terlaje Campus</b>
<b>Opening Date:</b> January 05, 2018	<b>Closing Date:</b> January 16, 2018 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:**

The Program Coordinator reports directly to the Director of Project PROA, and participates in the planning and implementation of activities and events and in the delivery of services that support NMC's Project PROA's goals and objectives.

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Assists instructors with direct student referrals and coordination of tutor/mentor services for program participants.
- Communicates and works with Early Intervention Counselor to refer students to Project PROA for tutoring and mentoring services.
- Actively monitors the academic progress and progress towards graduation of program participants.
- Reaches out to students, families, college instructors, and staff and community stake holders to deliver key services for Project PROA participants.
- Maintains student files for each Project PROA participant.
- Assists the Project PROA director with the supervision of the Student Navigators.
- Coordinates with tutors and mentors on their assigned duties and responsibilities.
- Schedules monthly academic, cultural and college outreach activities for Project PROA participants.
- Evaluates all academic, cultural and college outreach activities for Project PROA participants.
- Submits monthly reports to the Project PROA Director and assists with completion and submission of the Annual Performance Report (APR) and all other necessary reporting.
- Coordinates with the Administrative Assistant to collect student data and produce student reports.
- Performs other duties as assigned.

**Minimum Qualifications:**

An Associate's degree from a U.S.-accredited institution in Business Administration, Public Administration, or in a related field. Must have at least two (2) years of work experience in secretarial/office management.

**Knowledge, Skills, and Abilities**

- 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 Project PROA and NMC.

**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

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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 **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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