



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-063

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:	Registrar
Department:	Enrollment Services
Pay Level & Step:	28/01 – 28/02
Annual Salary:	\$35,674.68 - \$36,923.30
Location:	As Terlaje Campus
Opening Date: October 12, 2017	Closing Date: October 23, 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 at the Office of Admissions and Records. The Registrar reports to the Director of Enrollment Services who oversees the Office of Admissions and Records, as well as the Testing Center. This position requires thorough knowledge of the College's organizational structure, its policies and procedures, the functions of each unit and department within the institution, accreditation standards, and all office procedures and practices. The Registrar facilitates effective course registration processes and

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upholds student and institutional academic policies. Approximately 100% of the employee's time will be spent performing work for Enrollment Services.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Coordinate academic calendar and academic course registration processes.
- Review transfer credit evaluations and document approved transfer credit.
- Work with department chairs and faculty to review course pre-requisite and/or co-requisite to ensure that permutations are logical, in sequence and in accordance with academic or institutional policy.
- Work closely with Testing Services Coordinator, Database Administrator and Records Administrator to ensure that Testing Results are properly coded and entered properly.
- Updates all student transcripts, Individual Degree Plan (IDP), Individual Certificate Plan (ICP) and works closely with the Database Administrator and Records Administrator to ensure that transcript information, Academic Plan degree audit and other system generated reports on the student database calculates and processes data properly.
- Evaluates students' application for graduation (petition to graduate form).
- Evaluates and coordinates the dissemination of information on courses offered, and registration procedures.
- Responsible for preparing and disseminating notification of students' probation, suspension or dismissal status and provides a report to the Director of Enrollment Services and the Director of Learning Support Services. Also works with Database Administrator and Records Administrator to ensure that processes are automated and routine.
- Responsible for preparing and disseminating notification of students' Honor status (President's List and Dean's List) and provides a list to the Director of Enrollment Services each term.
- Prepares and issues official transcripts, grade reports, certification letters and enrollment verifications as requested by students.
- Works closely with Enrollment Services staff, counselors and advisors during registration periods and as needed.
- Assist the Prior Learning Assessment (PLA) Coordinator with registration of PLA students and the final processing of student portfolios.
- Verify records for graduation prepare and distribute diplomas, and organize commencement ceremonies.
- Coordinate, publish and distribute academic forms and the college catalog in both print and digital formats.
- Participate in participatory governance, including academic council and other groups as appointed by the President.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Bachelor's degree from U.S.-accredited institution in Business Administration, Education or related field plus two (2) years of directly related College Admissions/Registrar work experience as well as thorough knowledge of the Family Educational Rights and Privacy Act (FERPA).

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.

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- 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 Enrollment Services 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 "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.

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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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