



Northern Marianas College
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VACANCY ANNOUNCEMENT
(Amendment)

Announcement No. 17-064

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: Program Manager II
Department: Learning Support Services
Pay Level & Step: 20/01 – 20/02
Annual Salary: \$39,256.46 - \$40,630.43
Location: As Terlaje Campus, Saipan

Opening Date: December 01, 2017 Closing Date: December 11, 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 within the Department of Learning Support Services. The Program Manager will report directly to the Director of Learning Support Services. The Program Manager will facilitate the implementation of the Department of Justice Office of Violence Against Women (DOJ-OVW) grant and assists in all projects sponsored by the grant. The Program Manager acts as a liaison between internal

Vacancy Announcement 17-064

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college partners and external community partners in the efforts to educate the campus community on issues surrounding sexual assault, domestic violence, dating violence, and stalking prevention and response.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities;
- Facilitate the coordinated community response team including both internal and external partners of the college;
- Meet regularly with internal and external partners to discuss ideas for new initiatives, improve existing practices, and make decisions about the discontinuation of unproductive measures;
- Work closely with the director of LSS on existing educational programs about sexual assault, domestic violence, dating violence, and stalking;
- Assist in implementation and assessment of prevention and education programs for all students;
- Coordinate and evaluate campus wide prevention and education programs for all students around the issues of sexual misconduct, Title IX regulations, healthy relationships, and bystander intervention;
- Collaborate closely with the Title IX Coordinator, Victim advocate, Counseling, campus security, and other campus partners on their educational efforts;
- Collaborate with internal and external partners on training surrounding sexual assault, domestic violence, dating violence, and stalking, ensuring that policies and procedures are consistent with the best practices and appropriate local and federal regulations;
- Manage organization details and the completion of appropriate reports for DOJ OJW grant, working closely with the Dean of Student Services, Director of Learning Support Services, and the Finance Office;
- Manages and records time and effort;
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree from a U.S. Department of Education recognized and accredited institution in Psychology, Sociology, Social Work, or related field.
- Four (4) years experience in an education or social service setting

Preferred Qualifications:

- Prior experience with Department of Justice Office on Violence Against Women Grant
- Work experience and/or general knowledge of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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, preferably Word, Excel, PowerPoint, and able to use email.
- Able to communicate effectively with students, staff, faculty, 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.
- Must be able to work with limited supervision
- Ability to effectively communicate with a wide variety of audiences
- 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.

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.

Vacancy Announcement 17-064

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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.

Vacancy Announcement 17-064

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