



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-065

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:	Research Assistant I (Aquaculture)
Department:	CREES
Pay Level & Step:	04/01-02
Annual Salary:	\$15,818.92 - \$16,372.58
Location:	As Terlaje Campus, Saipan
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.

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Nature of the Position:

This position is located in the Cooperative Research, Extension, and Education Service (NMC-CREES) Department under the supervision of the Aquaculture Extension Agent. The position is located in Saipan, CNMI. The appointment is 100% for aquaculture research.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities.
- Receive and prepare laboratory samples for analysis, following proper protocols to ensure that they will be stored, prepared, and disposed of efficiently and effectively
- Record data pertaining to experimentation and research
- Prepare data summaries, reports, and analyses that include results, charts, and graphs to document research findings and results
- Adjust testing equipment, and prepare culture media, following standard procedures
- Operate laboratory equipment
- Maintains and accounts for all equipment or tools assigned or issued.
- Makes and files a report of projects
- Prepare and maintain daily log of the project activities
- Assists in experimental and demonstration projects
- Assists in field visitations
- Maintain and repair aquacultural facilities, equipment, and tools to ensure operational readiness, safety, and cleanliness.
- Set up laboratory or field equipment, and prepare sites for testing.
- Prepare and present aquaculture demonstrations
- Respond to inquiries and requests from the public that do not require specialized scientific knowledge or expertise.
- Attend staff meetings and serve on committees, as required.
- Assist with maintenance and cleaning of tanks, filters, grounds and plumbing system.
- Assist with feeding of research subject species.
- Keep accurate records of feedings, growth and water quality.
- Assist with construction and operation of Recirculating Aquaculture Systems (RAS).
- Assist with program presentations, demos and meetings.
- Assists with program administrative needs.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Graduation from a U.S. accredited High School.

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, and database, preferably Word, Excel, PowerPoint.
- 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 Finance Department, Finance Division, and the College.
- Provide effective phone etiquette and customer service skills.
- Ability to work as a multidisciplinary team member and works well with farmers. Individual must be willing to work in the field, at experiment stations, on farm, or other types of trials.
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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.

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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