



Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 237-6855/6856/6857
Fax: (670) 235-3696
Website: <http://www.marianas.edu>

VACANCY ANNOUNCEMENT

Announcement No. 17-042

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.

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|------------------------------------|----------------------------------------------|
| POSITION TITLE: | Dean of Institutional Effectiveness |
| Department: | Office of Institutional Effectiveness |
| Pay Level & Step: | Executive Grade 02/Steps 01-02 |
| Annual Salary: | \$60,000 - \$62,100 |
| Location: | As Terlaje Campus, Saipan |
| Opening Date: July 31, 2017 | Closing Date: 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 Dean of Institutional Effectiveness reports directly to the Vice President of Learning & Student Success. This position provides leadership and support in developing and overseeing a program of evaluation and feedback to enhance the effectiveness of the College's programs and services with special emphasis on learning outcomes. The Dean of Institutional Effectiveness is the leader for the institution's comprehensive strategic assessment plan and the college accreditation.

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Revised 02/02/2018

This position oversees the office of Institutional Research (Institutional Researcher), Institutional Assessment (Assessment Specialist) and Program Manager.

This position oversees the annual and strategic planning and assessment processes to implement an institution-wide cycle of assessment and planning throughout the College that results in continuous improvement.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Serves as college Accreditation Liaison Officer (ALO).
- Plans, organizes and implements a comprehensive professional development program on assessment and planning for faculty and staff;
- Responsible for providing useable management information to key constituents in support of data informed planning, decision-making, and programmatic formulation.
- Plans, organizes and implements a comprehensive professional development program on assessment and planning for faculty and staff;
- Provides leadership and guidance to ensure proper implementation of all PROA activities;
- Monitors department work plans to ensure consistency with the NMC Strategic Master Plan;
- Prepares and submits accreditation reports for the college;
- Collects and analyzes relevant data for institutional planning, decision-making process for sustaining quality and self-improvement;
- Coordinates the College's assessment program and the development of assessment plans;
- Elicits employee, student, and other stakeholder involvement in the development and use of assessment techniques regarding outcomes to enhance the quality of learning;
- Participates in formulating policies related to assessment and makes recommendations for improvement;
- Provides organizational leadership and assistance to College departments, administrators, faculty, and others in identifying appropriate information pertinent to measuring program outcomes;
- Provides technical direction and expertise in such matters as instrument selection and design, test cohort selection, establishment of effectiveness measures, development of techniques and requirements for verification of effectiveness, and specification of standards for documentation;
- Oversees the functions of the Office of Institutional Effectiveness as the central repository of assessment information; prepares reports on the effectiveness and improvement of educational programs and administrative/support services, including the College's Performance Report, Fact Book, and P.L. 5-32/10-66 Annual Reports;
- Provides appropriate data about the College, its students, employees, and its programs and services;
- Communicates regularly to the college community regarding Office of Institutional Effectiveness activities;
- Complies with Board of Regents policies and procedures and all other college regulations;
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

A Master's degree from a U.S. Department of Education recognized accredited institution. a social/behavioral science, education, educational research, evaluation or a related field with a minimum of two (2) years of experience in institutional planning and assessment for improvement in higher education settings. Knowledge of the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) accreditation standards, institutional and program assessment design, statistical methods, and the use of relevant software applications. Excellent oral and written communication skills and interpersonal skills. Ability to handle complex tasks with minimum supervision. Experience in assessment of student learning outcomes and strategic planning. Experience in a multicultural work environment is desirable. Equivalent combination of education and experience may be considered.

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Preferred Qualifications:

- An earned Doctorate Degree from a U.S. Department of Education recognized accredited institution in a relevant field.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

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, and PowerPoint software applications.
- 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.
- 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.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.

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, and copies of all college transcripts (all official transcripts are required upon hire). 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.

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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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