



**Northern Marianas College**  
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**VACANCY ANNOUNCEMENT**  
**(Amendment)**

Announcement No. 17-044

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.

<b>POSITION TITLE:</b>	<b>Specialty Instructor, Nursing</b>
<b>Department:</b>	<b>Nursing</b>
<b>Pay Level &amp; Step:</b>	<b>27/03</b>
<b>Annual Salary:</b>	<b>\$46,265.08</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: July 11, 2017</b>	<b>Closing Date: Until Filled</b>

*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 Nursing Department of the Northern Marianas College. The incumbent will be under the direct supervision of the Department Chair of Nursing.

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Revised 02/02/2018

### **Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- This includes, but not limited to course level assessment for all courses taught by the position, lead role in program level assessment for the nursing program, coordinating/overseeing a nursing program advisory council, and as a supportive role in program level assessment for other programs and overall institutional assessment.
- Provides high-quality student, internal and external customer service.
- Participates in Institutional Assessment Review as a member of an Accreditation Standard Team..
- Participate as a member of the faculty team in organizing and coordinating theory and clinical learning experiences related to the Nursing profession.
- Coordinates and manages the skills lab in C-5, and the Nursing Resource Center/Computer Lab in Room A-8.
- Sets up skills lab for skills practice, return demonstrate/test outs as assigned by course instructors.
- Supervise students during skills lab for skills practice, demonstrates assigned skills to students and then observes/guides them during skills practice,
- Proctors students during graded skills/return demonstrates/test outs for assigned courses by course instructors.
- Supervises students in clinical/practicum experiences for both first year and second year nursing students.
- Evaluates students' progress, maintains record of students in skills lab and clinical/practicum experiences, and periodically advises students of progress in skills lab and clinical/practicum experiences. Participates in updating and revising curriculum, course guide revision, course preparation, selection of textbooks, and preparation of teaching schedule.
- Participates in updating and revising curriculum, course guide revision, course preparation, selection of textbooks, and preparation of teaching schedule.
- Posts and maintains regular office hours for student counseling.
- Advises students on academic matters.
- Makes appropriate referral to other student support services.
- Teaches at least thirty (30) credits per academic year (Fall and Spring semesters) in the areas of Nursing.
- Uses a variety of teaching methods designed to enhance student learning, reading, and writing proficiency, interpretive abilities, and the development of critical thinking skills.
- Exhibits sensitivity of student' personal, cultural, and gender differences in a non-threatening learning environment.
- Participates in community activities for college representation, student recruitment, and other purposes of institutional advancement as assigned by Department Chair, Dean of Learning & Student Success, or the President of NMC.
- Plans and implements educational and training workshops are requested by the Department Chair or community agency.
- Assists the department chair as requested by conducting classroom observation of department faculty for full-time and/or adjunct faculty, and submits written reports of these observations through the Nursing Chair for faculty evaluation purposes (peer evaluation).
- Participates in Nursing's "Guide Study Hall" once a week to assist nursing students.
- Assist the Nursing Program through the assignment of the Department Chair as needed.
- Reviews the qualifications of adjunct faculty to teach courses within the employees' area of expertise, and make recommendations to the Department Chair for certification of hiring.
- Maintains a good working relationship with the department personnel and other College employees.
- Adheres to College policies and procedures.
- Provides information and assistance to the department chair in budget matters related to the Nursing Program.
- Submits monthly reports to the Department Chair regarding information on activities, accomplishments, and problems/concerns.
- Assist the department in developing, revising, and implementing the goals and objectives of the Nursing Program.

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- Works cooperatively with other departments in implementing the Nursing Program and College Mission.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

- **Specialty Instructor:** Bachelor's degree from a U.S. Department of Education recognized accredited institution in:
  - Nursing AND
  - Three (3) years of nursing experience AND
  - A current license to practice as a registered nurse in the United States or U.S. Territories, and the Commonwealth of the Northern Mariana Islands (CNMI).

*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, 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 Nursing Department, Learning & Student Success Division 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 "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

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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. 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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