



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-002

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:	Director, Community Development Institute
Department:	Community Development Institute
Pay Level & Step:	25/01-02
Annual Salary:	\$49,864.16 - \$51,609.41
Location:	As Terlaje Campus, Saipan
Opening Date: February 06, 2018	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 Director of the Community Development Institute (CDI) position reports directly to the Vice President of Administration & Advancement. The Director is responsible for establishing policies, plans and directs and administers activities designed to meet requirements and objectives for the college as well as the daily administration of the Community Development Institute (CDI) programs at NMC. The programs are primarily short and long term professional learning courses and certificates. This position oversees the

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Grants Coordinator, Area Health Education Center (AHEC) and Workforce Development.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Directs and implements a comprehensive system with local (CNMI-wide) partners, federal partners, the private sector, other agencies and stakeholders representing business, labor, education, and community based organizations in order to effectively coordinate resources and programs; promotes the integration and awareness of employer and labor services into the workforce development, coordination, and overall leadership and management of the programs, services and personnel under the Community Development Institute (CDI).
- Provides technical advice and assistance to education and training providers, employers and representatives on the effective maintenance and improvement of existing training programs, types of industrial training that are needed and possible, to meet the particular training problem with which they may be concerned ; and provides technical assistance to prospective program sponsors in developing the training program(s) and on the better utilization of workers where manpower and production problems relating to training exist.
- Ensures employers are fully committed and able to provide relevant work, training and supervision in a healthy and a safe environment and ensure the completion of all documentation to the required standard prior to commencement of the program.
- Develops annual budgetary requirements, prepares and justifies budget request for all functional areas within the Community Development Institute. Analyzes training issues, goals, and initiatives.
- Conducts periodic surveys in the public, private sector, and the community-at-large to determine higher education demands and assess professional development, personal enrichment, and overall training and development needs of the CNMI.
- Uses survey results to assess, plan, development, coordinate and implement the Development Plan, which works on the general improvement of the CNMI's workforce in both the public and private sector.
- Works with NMC internal units to develop strategic outreach and marketing plans and converts them into actions.
- Develops, coordinates and conducts customized training and short-term programs based on training needs identified by the public and private sectors.
- Administers the overall direction of baccalaureate and graduate education programs conducted in conjunction with other U.S accredited institutions of higher education.
- Explores potential baccalaureate and graduate degree programs with other four-year institutions of higher education for potential collaboration in meeting the advanced postsecondary needs of the CNMI.
- Works collaboratively with the Dean of Learning & Student Success and various program managers and department chairs to facilitate course offerings and certificate programs.
- Works cooperatively with other NMC Administrators to facilitate the articulation of course offerings and programs between NMC and other institutions of higher education, including the redesign of programs to meet the appropriate standards of NMC and the partnering institutions.
- Coordinates the identification of prospective instructors to join the CDI Adjunct Instructor pool.
- Oversees the on-going process of billing and collection to and from government and private sector agencies, and for clients participating in various programs.
- Facilitates the registration process of all participants engaged in CDI programs.
- Seeks and secures grants and external funding to maintain program operations and other needs.
- Provides effective phone etiquette and customer service skills.
- Perform other related duties as assigned.

Minimum Qualifications:

Master's degree from a U.S. Department of Education recognized accredited institution, plus four (4) years of experience in an area related to workforce development, community services, employment counseling or support services in employment.

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

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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.
- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;
- Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Community Development Institute, Office of Administration & Advancement and NMC.

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.**

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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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