



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 18-004

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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| <b>POSITION TITLE:</b>       | <b>Counselor, International Student Success</b> |
| <b>Department:</b>           | <b>Learning Support Services</b>                |
| <b>Pay Level &amp; Step:</b> | <b>21/01-02</b>                                 |
| <b>Annual Salary:</b>        | <b>\$41,180.02 - \$42,621.32</b>                |
| <b>Location:</b>             | <b>As Terlaje Campus, Saipan</b>                |
| <b>Opening Date:</b>         | <b>February 02, 2018</b>                        |
| <b>Closing Date:</b>         | <b>February 12, 2018 or 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:**

The Counselor, International Student Success (ISS) reports to the Director of Learning Support Services. This position ensures institutional and student compliance with F-1 visa requirements and serves as a Designated School Official (DSO) with the Student and Exchange Visitor Program. The Counselor, ISS develops and implements counseling, advising, tutoring, and other services to address the needs of international students.

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### **Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Serve as Designated School Official (DSO) for the F-1 visa program.
- Advise international students on a variety of matters including immigration and visa regulations, cultural adjustment, personal matters, financial concerns, and the College's procedures.
- Serve as an academic advisor on record for international students enrolled in the English Language Institute.
- Manage F-1 records regarding international students and dependent populations for accurate reporting to the Student and Exchange Visitor Program (SEVP).
- Participate in developing, evaluating, and implementing policies and procedures pertaining to international students and International Student Services (ISS).
- Assist and support students with immigration applications and petitions.
- Assist in the preparation of reports including statistical data on international students, audits and on-site reviews as required.
- Create, implement, and assess educational programs such as academic tutoring, mentoring, orientation, seminars, workshops, and activities for international students.
- Provide accurate and up-to-date immigration information to students via internet, e-mail, and other means of communication.
- Assist in the maintenance and update of NMC databases such as PowerCAMPUS.
- Build and maintain positive working relationships with various campus partners to further collaborative efforts (e.g. Office of Admissions & Records, Early Intervention Program, Academic Department Chairs).
- Serve as Advisor to international student organizations.
- Participate in the coordination and implementation of International Week and other cross-cultural programs that support international students and their dependents.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

### **Minimum Qualifications:**

Bachelor's degree in:

- Social Work, Rehabilitation Counseling, Special Education, Education, Psychology, Higher Education Administration or related field AND
- Four (4) years working with international students in an education setting or related field.

**OR**

Master's degree in:

- Social Work, Rehabilitation Counseling, Special Education, Education, Psychology, Higher Education Administration or related field AND
- Two (2) years of experience working with international students in an education setting or related 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, PowerPoint.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.

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- 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 Student Services Division 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 in 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 college 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 applications 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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