



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-009

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:	Vice President of Administration & Advancement
Department:	Administration & Advancement
Annual Salary:	\$85,000
Location:	As Terlaje Campus, Saipan
Opening Date: March 06, 2018	Closing Date: March 15, 2018 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.

Nature of the Position:

The Vice-President for Administration & Advancement reports directly to the President. This position provides strategic direction for the college's overall institutional advancement efforts, including annual reports, fundraising events, capital campaigns, community and public relations, alumni relations and marketing. It involves short and long term planning roadmaps for the college, organizing and coordinating departments, and provides quality control by measuring and adjusting performance.

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This position oversees the Human Resources Office, Financial Services, Community Development Institute (CDI), Information Technology (IT), Marketing & Communications, and Facilities.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities;
- Provides leadership and guidance to ensure proper implementation of all PROA activities;
- Monitors Chief Financial Officer (CFO) and the directors work plans to ensure consistency with the NMC Strategic Master Plan;
- Evaluate operational processes and procedures, and develop strategies and implementation plans to improve and standardize all aspects of operations;
- Compiles information and produce the annual report;
- Reviews all reports of the college;
- Assist the CFO and Directors in the development of the college budget;
- Provides leadership for the overall performance of the Human Resources Office, Community Development Institute, Information Technology, Financial Services, Marketing & Communications and Facilities.
- Develops new resources and new revenue streams;
- Ensures continuous improvement of division services through re-engineering, organizational change management, new technology solutions and leadership in development of technology and to increase productivity and effectiveness;
- Develops effective administrative support systems to promote grant-writing, auxiliary services and other initiatives;
- Promotes, communicates and supports high standards of performance for all staff;
- Encourages professional excellence among the staff and promotes an organizational culture of customer service, innovation and quality service;
- Evaluates the performance of all division heads.
- Evaluate operational processes and procedures, and to improve strategies and implementation plans;
- 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:

- Master's Degree from a U.S. Department of Education recognized accredited institution in a higher education or comparable field.
- At least two (2) years of increasingly responsible experience in advancement and administrative leadership.

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, 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.

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- 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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Administration & Advancement department 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.**

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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