



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

Announcement No. 18-014

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>Extension Agent (Agriculture and Community Development)</b>
<b>Department:</b>	<b>Cooperative Research, Extension and Education Services (CREES)</b>
<b>Pay Level &amp; Step:</b>	<b>32/01-02</b>
<b>Annual Salary:</b>	<b>\$42,554.90 - \$44,044.32</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b> May 10, 2018	<b>Closing Date:</b> May 21, 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 Extension Agent is a non-instructional faculty member of the Northern Marianas College Cooperative Research, Extension, and Education Services (CREES) department located on Rota and is employed primarily to provide extension and research in agriculture and community programming that support

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*Revised 02/02/2018*

farmers and other clientele. The position is under the direct supervision of the Dean of CREES or his/her designee.

**Duties and Responsibilities:**

- Participates in Program Review and Outcome Assessment (PROA) activities
- The Agent shall perform job tasks in a multitude of program areas, which will be related to agriculture and other community programming.
- Plans, implements, evaluates, and interprets educational activities for and with working clientele, advisory groups and other agencies and organizations.
- Conducts vegetable crop seed trials.
- Operate mechanical agricultural equipment.
- Implements practical applied agricultural research on research center.
- Organizes and conducts the extension program to advise and instruct farmers (crop and livestock) and community members on multiple community stated needs.
- Develops family, community, and youth development programs benefiting clientele.
- Collaborates in grant writing that supports CREES goals. on the writing of grant to support program goals.
- Collects, analyzes and evaluates agriculture data; plans and develops techniques and advises farmers in solving problems such as production efficiency, water conservation, disease prevention, and environmental mitigation.
- Demonstrates practical procedures used in solving agriculture related problems.
- Communicate the extension program with representatives of commercial organizations, local government and other groups to inform them of program services and obtain their cooperation in encouraging use of these services.
- Works cooperatively with Cooperative Research, Extension, and Education Services research and extension staff to carry out various experimental studies; collects, records and analyzes data; disseminates information generated by research, produces and disseminates extension publications, and scholarly publications in the areas of agriculture, and family, community, and youth development.
- Design, implement and evaluate needs-based educational programming for entire island of Rota.
- Prepares activities, planning and other reports and maintains program records.
- Assists in extension budget preparation.
- Cooperates with other extension agents in the delivery of extension services.
- Must be familiar with many facets of development, agriculture; family, community, and youth development; and aquaculture; and nutrition areas as needed.
- Responsible for assigned portions of the 5 Year Plan of Work.
- Submission of outputs, outcomes, and impacts for Agriculture Research Extension and Education Act (AREERA) accomplishment report to USDA NIFA towards the end of each reporting year.
- Provides effective phone etiquette and customer service skills.
- Performs other duties as assigned.

**Minimum Qualifications:**

Bachelor's degree from a U.S. Department of Education recognized and accredited institution degree in Horticulture, Agriculture, or a related field plus two (2) years of experience. Those with degrees in horticulture and agriculture that can demonstrate practical experience as a result of practicum/in-field work can waive the 2-year experience requirement.

*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.
- Demonstrated ability to conduct crop trials.
- Ability to operate agricultural machinery.

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- Knowledge of livestock production.
- Demonstrated ability to work as a multidisciplinary team member and work well with internal and external clients such as farmers and community members.
- Demonstrated ability to work in the field, implementing on station, on farm, or other types of trials.
- Demonstrated ability to plan, establish program priorities, and work both individually and in a team environment.
- Must have strong writing skills.
- 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, 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 tasks accurately and timely.
- Takes initiative and works both independently and cooperatively.
- 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 CREES 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/>

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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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