



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-052

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 of University Center for Excellence in Developmental Disabilities (UCEDD)
Department:	Learning & Student Success
Pay Level & Step:	25/Steps 01-02
Annual Salary:	\$49,864.16 - \$51,609.41
Location:	As Terlaje Campus, Saipan
Opening Date: February 07, 2019	Closing Date: February 19, 2019 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:

This person reports to the Northern Marianas College (NMC) Vice President of Learning & Student Success (LSS) and provides regular updates to the Pacific Basin University Centers for Excellence (PBUCE) Director as required by the grant and sub-contract. This individual will be responsible for core goal functions of the University Center for Excellence in Developmental Disabilities (UCEDD) program.

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Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Administers the UCEDD grant, core functions and ensures compliance with federal requirements and grant conditions for both programmatic and fiscal guidelines.
- Maintain collaborative relationships with the State DD Council, the State P&A, public and private schools, and disability and rehabilitation community partners.
- Recruits, supervises, evaluates, counsels and maintain the faculty and staff necessary to support the functions and purposes of the UCEDD and allocate adequate staff time to carry out activities related to the core functions.
- Prepare and submit annual report to ADD; report on the highlights or benefits gained from participation of UCEDD events, conferences, meetings, and trainings.
- Oversee the input of data into the National Information and Reporting System (NIRS) database system, 5-year core grant application, and other grant applications.
- Plans, implements, and evaluates the UCEDD 5-year strategic plan with the Consumer Advisor Committee.
- Identifies and obtain funding to carry out research and development related activities.
- Work collaboratively across disciplines to develop joint research, training, service, student opportunities and disseminate DD information on the most current research findings and best practices.
- Works closely with UCEDD Partners to include the Association of University Centers on Disabilities (AUCD), UCEDD Hawaii and Center of Disability Studies (CDS).
- Serves as NMC's representative to all required UCEDD/AUCD/CDS and Tri-Agency off-island events and meetings.
- Coordinates and oversees an annual needs assessment process with the Developmental Disabilities (DD) Network (TRI Agency) partners and other disability partners to determine priority needs of people with developmental disabilities and their family.
- Monitors and accounts for all UCEDD purchased equipment, supplies, and program resource materials purchased for educational and administrative purposes.
- Provides leadership and support for UCEDD mission and operations.
- Identify staff training needs and develops a comprehensive personnel development plan to improve educational credentials and/or work skills.
- Provides effective communication and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelors from a U.S. Department of Education recognized accredited institution, plus three (3) years of experience working with individuals/agencies with regard to developmental disabilities.

Preferred Qualifications:

- A Master's degree from a U.S. Department of Education recognized accredited institution plus two (2) years of experience working with individuals/agencies with regard to developmental disabilities.

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.
- Knowledge of general principles of the Developmental Disability Act and practices of University Center of Excellence in Development Disabilities.
- Leadership training within the area Disabilities.

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- Experience in Administration and Fiscal Management.
- Experience with the federal reporting process, research, and curriculum development.
- Knowledge of effective grants research and grant writing principles.
- Familiarity with the work and purpose of the DD network (Tri Agency) partners.
- Must have strong computer background including, but not limited to, word processing, spreadsheets i.e. Word, Excel, PowerPoint, and Access software applications.
- 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 University Center of Excellence in Development Disabilities, 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 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.

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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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