



Northern Marianas College
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VACANCY Re-ANNOUNCEMENT II
(Amendment)

Announcement No. 19-002

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.

Northern Marianas College (NMC) is committed to ensuring that all persons have equal access to its programs, opportunities, and information resources, including those on its institutional website in accordance to the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

POSITION TITLE:	Director of Institutional Effectiveness
Department:	Office of Institutional Effectiveness
Pay Level & Step:	X-02/01
Annual Salary:	\$60,000
Location:	As Terlaje Campus, Saipan
Opening Date: November 09, 2020	Closing Date: November 18, 2020 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.

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Revised 02/02/2018

Nature of the Position:

The Office of Institutional Effectiveness (OIE) provides leadership and support in developing and overseeing a program of evaluation and feedback to enhance the effectiveness of the College's programs and services with special emphasis on learning outcomes. The Director of Institutional Effectiveness is lead for the institution's comprehensive strategic assessment plan and works with the College leadership and other employees to assess and monitor the institution's effectiveness in achieving its mission and purposes, and to utilize the obtained information for improvement. The incumbent reports directly to the President and works closely with the Dean of Learning & Student Success on learning outcomes. This position leads and oversees the institutional research arm of the office, and supervises the following staff positions: Institutional Researcher and Institutional Assessment Specialist.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities and strategic planning.
- This position oversees the annual and strategic planning and assessment processes to implement an institution-wide cycle of assessment and planning throughout the College that results in continuous improvement.
- Serves in leadership roles in committees integrating planning, assessment and evaluation such as the Program Review and Outcomes Assessment Committee (PROAC).
- Provides leadership and guidance to ensure proper implementation of all PROAC activities;
- Plans, organizes and implements a comprehensive professional development program on assessment, program review, and planning for faculty and staff;
- Provides useable management information to key constituents in support of data informed planning, decision-making, and programmatic formulation.
- In collaboration with faculty, administrators, staff, students and other stakeholders, collects and analyzes relevant data and uses this information in the institutional planning and decision-making process as a basis for sustaining quality and self-improvement.
- Coordinates the College's assessment program and the development of assessment plans.
- Elicits employee, student, and other stakeholder involvement in the development and use of assessment techniques regarding outcomes to enhance the quality of learning.
- Participates in the formulation of policies related to assessment and program review, recommends policies for approval, and implements those policies which are approved.
- Provides organizational leadership and assistance to College departments, administrators, faculty, and others in the identification of appropriate information pertinent to measuring program outcomes.
- Assists with accreditation activities and works collaboratively with the college Accreditation Liaison Officer (ALO) and may serve as ALO.
- Provides technical direction and expertise in such matters as instrument selection and design, test cohort selection, establishment of effectiveness measures, development of techniques and requirements for verification of effectiveness, and specification of standards for documentation.
- Oversees the functioning of the OIE as the central repository of assessment information; Prepares reports on the effectiveness and improvement of educational programs and administrative/support services, including the College's *Performance Report*, *Composite Report*, *Fact Book*, *Annual Report*, and *Annual Report on P.L. 5-32/10-66*.
- As required and requested, provides appropriate data about the College, its students and employees, and its programs and services, for internal and external constituencies, governing and advisory boards, accreditation self-studies, and federal and local government agencies.
- Communicates regularly to the college community regarding OIE activities.
- Monitors department work plans to ensure consistency with the NMC Strategic Master Plan;
- Supervises assigned personnel and manages the departmental budget according to College policies/procedures and sound management practices.
- Plans, organizes, coordinates, manages and evaluates all institutional effectiveness processes.
- Sets the institutional research agenda to support the college's planning, implementation, and review of major goals and operational agenda.
- Fosters the development of a "culture of evidence" in support of student success.

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- Adheres to all College and Board of Regents policies and procedures and federal and local laws.
- Performs other duties as assigned.

Minimum Qualifications:

A Master's degree in a social/behavioral science, education, educational research or a related field. A minimum of two (2) years of experience in institutional planning, program review and outcomes assessment for improvement, and in higher education accreditation work.

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 strong computer background including, but not limited to, word processing, spreadsheets, database, and statistics, 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.
- Present information in a clear and professional manner.
- Demonstrates commitment to internal and external collaboration with stakeholders and to transparency.
- Knowledge of the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) accreditation standards.
- Knowledge of institutional and program assessment design, statistical methods, and the use of relevant software applications.
- Demonstrates experience with collecting and analyzing qualitative and quantitative data for data-informed decision-making.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to handle complex tasks with minimum supervision.
- Experience in assessment of student learning outcomes and administrative unit outcomes, and in strategic planning.
- Provides effective phone etiquette and customer service skills.
- Experience in a multicultural work environment is desirable.

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. Must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed materials.

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.

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Conditional Requirements:

This position is classified as under the Fair Labor Standards Act (FLSA) and is “Exempt”: 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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