



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 20-003
Re-Announcement I

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:	Extension Aide I-III
Department:	CREES
Pay Level & Step:	1,12,16 (01-04)
Annual Salary:	\$15,818.92 - \$35,944.31
Location:	As Terlaje Campus, Saipan
Opening Date: February 20, 2020	Closing Date: March 05, 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 Extension Aide is a staff member of the Northern Marianas College Cooperative Research, Extension and Education Services (CREES) located on Saipan and is employed to provide a wide-range of activities including training geared toward capacity building, enhancing knowledge and providing opportunities for positive engagement, especially the youth. Additionally, the Extension Aide will work with the Extension Agent in planning, developing, and implementing one of several community-sponsored programs. The position is under the direct supervision of the program leader for the Family, Community and Youth Development.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Prepares for and delivers community and youth development life-skills in schools and community settings.
- Must have a reasonably flexible schedule. This position requires working evenings, weekends, and/or holidays.
- Educates the community through various mediums such as educational publications and curricula, radio, television, and other forms of mass media.
- Completes accurate 4-H volunteer records, collaborating agency listings, group attendance records, 4-H participant listing, volunteer participation, teaching/lesson plans, monthly reports, and other paper work as required etc.
- Develop hands-on 4-H learning opportunities for school-age youth.
- Design curriculum for youth education programs.
- Develop and evaluate hands-on Science, Technology, Engineering & Mathematics (STEM) educational programs in the K-12 educational system.
- Build an interest in youth participation in the local agricultural fairs to showcase student projects.
- Establish 4-H clubs and work cooperatively with 4-H volunteer leaders, teen leaders, and other 4-H partners.
- Build and retain volunteer base (adult & youth) to assist with program planning and delivery.
- Maintain effective communications with 4-H volunteer leaders, teen leaders, and other 4-H partners.
- Assists in the planning and preparation of the CREES Plan of Work as well as the annual accomplishment report.
- Evaluate program with Extension Agent, adult leaders and youth.
- Develop research-based educational materials such as brochures, bulletin boards, and newsletters.
- Organizes and conducts workshops and presentations in the areas of community and youth development and other community specific topics.
- Provide community and culturally-focused experiential learning opportunities that encourage personal development and capacity building.
- Educate students on the importance of food security and sustainability.
- Partner with EFNEP staff to educate and inform students on the health benefits of locally grown and raised food.
- Confers with immediate supervisor regarding program needs, volunteer progress, and related matters.
- Collaborates with internal and external partners in order to address the appropriate goal and objectives described in the CRESS POW (Plan of Work).
- Completes monthly reports and does other paper work as needed.
- Assists Program Leader with staff training.
- Follow all guidelines and policies of the Northern Marianas College (NMC), Cooperative Research and Extension and Education Services (CREES) and camps or facilities where assigned.
- Must be able to operate a motor vehicle.
- Must be able to lift at least 20 pounds.

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- Must be able to travel occasionally within the CNMI and other destinations as required.
- Participates in in-service training as required.

Minimum Qualifications:

Extension Aide I

- High School Diploma or equivalent

Extension Aide II

- High School Diploma or equivalent
- Thirty (30) College Credits
- Two (2) years of experience in extension, working with community-based organizations and youth, teaching, or related field

Extension Aide III

- Associate’s Degree in Human Ecology or related field
- Four (4) years of experience in extension, working with community-based organizations and youth, teaching, 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 strong computer background including, but not limited to, word processing, spreadsheets, and database, 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.
- 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.
- Provides effective phone etiquette and customer service skills.

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 **Non-Exempt** under the Fair Labor Standards Act (FLSA) and is “Covered”: Is 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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