



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 20-026

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, Information Technology
Department:	Information Technology
Pay Level & Step:	Executive Grade 01/Steps 01-02
Annual Salary:	\$55,000 - \$56,925
Location:	As Terlaje Campus, Saipan
Opening Date: November 12, 2020	Closing Date: November 23, 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:

Under the direction of the Vice President of Administration and Advancement, the Director of Information Technology will provide leadership for the planning and implementation of information technology services and programs to support the learning mission of the College. The Director will oversee the development of technology resources to support and improve the College's instructional and administrative programs and services. The Director will provide leadership in the development of technologies and programs to support and improve student learning. This position requires a combination of education and management level technical knowledge and experience.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities
- Plans and coordinates the delivery of technology services to college instructional and administrative communities
- Works with faculty and staff to develop and implement technology plans and initiatives in support of the learning mission of the College
- Works with Distance Learning Education to further the development and delivery of technology-supported instruction, including web-based courses, online learning resources, and curriculum redesign
- Leads the development of technology infrastructure to improve student access to computer and network resources
- Leads the development of distance learning infrastructure and programs
- Leads the development and delivery of technology training programs for faculty and instructional support staff
- Leads the development and delivery of administrative support technologies and training
- Leads the development of technology resources to support evaluation and assessment processes at the College
- Develops and recommends technology policies, standards, and protocols
- Manages IT administrative and technical support staff which include Information Services Unit, Teaching and Learning Center, and Media Services
- Communicates the status of technology plans and initiatives to college constituents
- Provides advice and education to other College leaders on technology issues
- Networks with outside agencies and individuals to improve and enhance the institution's technological foundation
- Perform other duties as assigned.

Minimum Qualifications:

A Bachelor's degree from a U.S. Department of Education recognized accredited institution in Computer Science, Business Information Systems, Business Administration, or Information / Educational Technology. Must have three (3) years in a business or education IT operations environment, plus three (3) years of high level management experience.

Desired Qualifications:

- Possess IT industry certifications (ex: CISCO or Microsoft, etc...)
- Experience with enterprise reporting systems
- Experience with online student registration
- Experience in strategic planning related to technology
- Experience with multiple computing platforms used in education

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

- Demonstrate effective phone etiquette and customer service skills.
- Must have strong computer background including, but not limited to, word processing,

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spreadsheets, and database, preferably Word, Excel, PowerPoint, and Access 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.
- Knowledge of learning-technology theory and application.
- Knowledge of IT applications and technologies used to support teaching and learning.
- Knowledge of IT applications and technologies used to support administrative and student services, including student information systems.
- Knowledge of current developments and new directions in educational technology
- Ability to communicate a vision and understanding of the role of computing and technology in an academic environment.
- Ability to communicate, collaborate and coordinate with other individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- Demonstrates 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.

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

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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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