



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-024

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, Human Resources
Department:	Human Resources Office
Pay Level & Step:	X-01/01-02
Annual Salary:	\$55,000.00 - \$56,925.00
Location:	As Terlaje Campus, Saipan
Opening Date: June 25, 2018	Closing Date: July 05, 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:

Under the direction of the Vice President of Administration and Advancement of the Northern Marianas College (NMC), the Human Resource Director is responsible for the leadership, development, and management of personnel policies and procedures for the Human Resources Office (HRO). The Human Resource Director serves as a strategic partner, employee advocate, and change agent – in addition to providing administration of the traditional functions of human resources planning, compliance, recruitment,

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employment, compensation, benefits, affirmative action and equal employment opportunity, and personnel records management. This position requires a thorough understanding of the College's organizational structure, its policies and procedures, the functions of each unit and department within the institution, accreditation standards, the general administration of Federal grants, and the function and relationships of each branch and office of the CNMI Government.

Duties and Responsibilities:

The following is not intended to be all inclusive:

- Participates in program review and outcomes assessment (PROA) activities.
- Directs employment activities, assuring that properly qualified employees are recruited and hired for Institution positions in accordance with established policies.
- Develops programs, policies, procedures and controls regarding employment, and analyzes manpower, turnover and other personnel statistics.
- Directs HRO staff on the selection, promotion and placement of employees.
- Develops, supervises and participates in new employee orientation and indoctrination programs when required to foster positive attitude toward NMC goals and objectives.
- Provides counseling and assistance to employees on issues related to employment problems, immigration procedures, job classifications, compensation and career development.
- Develops, recommends and directs administration of Institution wage and salary administration.
- Coordinates the administration and implementation of the benefits package for staff and faculty for medical, dental & group life insurance, retirement fund program, workman's compensation & Medicare.
- Conducts research into personnel programs and activities, and recommends changes or innovations.
- Prepares and issues manuals establishing personnel policies, and interprets such policies for managers, supervisors and employees. Also ensures compliance with policies and procedures.
- Ensure compliance with federal and local labor laws.
- Acts as Equal Employment Opportunity (EEO) officer.
- May engage in public relations activities such as representing the Institution before community groups, professional societies and the like.
- Administer awards based on employee accomplishments, years of services, and other areas.
- Ensure compliance with federal and local labor laws.
- Prepare and submit quarterly reports to the Vice President of Administration & Advancement.
- Work with other departments in regards to their Human Resource needs and desires.
- Advises supervisors on disciplinary decisions and ensures administration of employee discipline processes per policies and procedures.
- Coordinates with Finance Office to facilitate accurate and timely payroll actions and processes
- Implements staff and faculty professional development..
- Participate in committees and other groups.
- Perform other duties as assigned.

Minimum Qualifications:

Bachelor's Degree from a U.S. Department of Education recognized accredited institution in business administration, public administration, human resources, personnel relations or closely related field plus five (5) years of progressively responsible human resources experience.

Preferred Qualifications:

Master's Degree from a U.S. Department of Education recognized accredited in business administration, public administration, human resources, personnel relations or closely 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

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- Must have experience in Program Review and Outcomes Assessment.
- 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.
- Extensive knowledge of the principles and practices of human resources management and administration.
- Demonstrated ability to plan, organize and coordinate work activities of professional and administrative staff members engaged in carrying out departmental objectives and functions.
- Demonstrated ability to formulate and implement human resources programs.
- Demonstrated ability to communicate respectfully, sensitively, and effectively, both orally and in writing, with people who are diverse in their cultures, language, groups, and abilities.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
- Demonstrated ability to establish and maintain effective working relationships with employees at all levels throughout the organization, employees throughout the College, other state agencies, federal agencies, and affiliated organizations.
- Demonstrated ability to build consensus with diverse and competing interest groups; ability to develop support for campus-wide programs.
- Thorough knowledge of applicable laws, rules and regulations governing human resources, equal opportunity, and affirmative action, including but not limited to the Affordable Care Act (ACA), Family Medical Leave Act (FMLA), and Pregnancy Discrimination Act (PDA).
- Demonstrated ability to evaluate policies and procedures and exercise mature judgment in the interpretation and application of rules and regulations in a post-secondary institution setting.
- Demonstrated ability to manage conflict and to work with difficult people.
- Demonstrated ability to solve problems creatively.
- Skill in supervising and evaluating the work of others.
- Skill in research, compiling data for, formatting, and effectively presenting data for a variety of audiences.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Human Resources Office, Administration & Advancement Division 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.

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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.

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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