



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 18-037

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.

<b>POSITION TITLE:</b>	<b>Instructor – Associate Professor, Education</b>
Department:	<b>School of Education</b>
<b>Pay Level &amp; Step:</b>	<b>27, 29-30/Step 01</b>
Annual Salary:	<b>\$43,188.94 - \$50,040.31</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: October 11, 2018	Closing Date: October 22, 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:**

This position reports to the School of Education Director and will teach courses leading to the baccalaureate degree in Education with a concentration in Elementary Education.

### **Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.

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- Prepares and coordinates the preparation of course guides, syllabi, and course outlines for any education department courses that will be taught on the cyclical plan. Reviews textbooks and other curricular materials for adoption, and recommends books to NMC Library and Curriculum Resource Center to support courses.
- Teaches Education and Elementary Education courses at all levels when applicable. Uses a variety of teaching methods designed to enhance student learning, reading and writing proficiency, interpretive abilities, and the development of critical thinking skills.
- Assists with registration and provides academic advising for Education majors with a concentration Elementary Education.
- Assists the School of Education in providing teacher training field experiences.
- Develops, administers, and scores tests and exams and/or performance tasks for courses taught. Evaluates student learning, records and submits course grades, and maintains records of student performance.
- Supervises, completes documentation, and evaluates student teachers when applicable.
- Prepares and presents in-service seminars for public and private school teachers and NMC faculty upon approved request.
- Assists in the preparation of departmental goals and objectives.
- Serves and participates in departmental and/or institutional committee work and other college-wide activities as assigned by the School of Education Director or Dean or by the NMC President.
- Participates in assigned community activities for the purposes of college representation and student recruitment.
- Helps plan and implement events under the direction of the Director.
- Participates in faculty meetings, workshops, conferences, and available professional development activities.
- Maintains consistent office hours for consultation with students.
- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment.
- Assists the Director by conducting classroom observations of departmental and interdepartmental faculty, both full-time and adjunct, and submitting written reports of these observations to the Director for faculty evaluation purposes when requested.
- Attends all meetings and submits all required reports as assigned by the School of Education Director or Dean.
- Strives continuously to improve teaching effectiveness, program quality, and professional competence. Participates in ongoing departmental efforts to improve curriculum and the teaching-learning environment.
- Develops and maintains for evaluation purposes a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and community activities and reflects continuous professional growth.
- Assists the department in developing, implementing, and revising goals and objectives related to areas of expertise.
- Maintains a good working relationship with department personnel and other College employees.
- Adheres to College policies and procedures.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Education:
  - Master's degree from a U.S. Department of Education recognized accredited institution in Education (including without limitation Educational Administration, Educational Leadership, Adult Basic Education, International Teaching, etc.) OR Elementary Education
- Experience:
  - Two (2) years teaching experience at the Post-Secondary level.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

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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.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably 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 School of Education, 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.

- Ability to communicate effectively with students, faculty and staff.
- Ability to exert up to twenty (20) pounds of force and occasionally lift and/or move up to twenty (20) pounds.

### **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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