



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

**VACANCY ANNOUNCEMENT**  
Announcement No. 06-020

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 or family relationship. 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, Information & Learning Technology**

Pay Level & Step: **Ungraded**

Annual Salary: **\$55,000.00**

Location: **As Terlaje Campus, Saipan**

Opening Date: **1/05/06** Closing Date: **1/19/06 or Until Filled**

*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 Dean of Student Development, the Director of Information and Learning 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 educational and technical knowledge and experience.

**Duties and Responsibilities:**

- 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.
- Leads 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

---

**Vacancy Announcement 06-020**

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.

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 ILT administrative and support staff.
- 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.

**Minimum Qualifications:**

A Master's degree from a U.S.-accredited institution in Educational Technology or a related field plus three (3) years of teaching experience or combination of teaching and educational technology support experience. Demonstrated experience in developing and managing educational technology programs. Demonstrated experience in delivery of technology services in an educational setting.

**Desirable Qualifications:**

- Experience in strategic planning related to technology.
- Experience with multiple computing platforms used in education.
- Knowledge of learning-technology theory and application.
- Knowledge of applications and technologies used to support teaching and learning.
- Knowledge of 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 with, and coordinate other individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- Ability to work independently and effectively while handling multiple tasks.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds of college students and personnel.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.





Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

Revised

**VACANCY RE-ANNOUNCEMENT**  
Announcement No. 06-020

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 or family relationship. 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, Information & Learning Technology**

Pay Level & Step: **Ungraded**

Annual Salary: **\$50,000.00**

Location: **As Terlaje Campus, Saipan**

Opening Date: **1/03/07** Closing Date: **1/17/07 or Until Filled**

*Pending 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 Dean of Student Development, the Director of Information and Learning 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 educational and technical knowledge and experience.

**Duties and Responsibilities:**

- 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.
- Leads 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

**Vacancy Re-announcement 06-020 (revised)**

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

## VACANCY RE-ANNOUNCEMENT

Announcement No. 06-020

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 or family relationship. 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, Information & Learning Technology**

Pay Level & Step: **Ungraded**

Annual Salary: **\$50,000.00\***

Location: **As Terlaje Campus, Saipan**

Opening Date: **2/21/07** Closing Date: **3/7/07 or Until Filled**

*Pending 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 Dean of Student Development, the Director of Information and Learning 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 educational and technical knowledge and experience.

### **Duties and Responsibilities:**

- 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.
- Leads 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.

## Vacancy Re-announcement 06-020

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.



- 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 ILT administrative and support staff.
- 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.

**Minimum Qualifications:**

A Master's degree from a U.S.-accredited institution in Educational Technology or a related field plus three (3) years of teaching experience or combination of teaching and educational technology support experience. Demonstrated experience in developing and managing educational technology programs. Demonstrated experience in delivery of technology services in an educational setting.

**Desirable Qualifications:**

- Experience in strategic planning related to technology.
- Experience with multiple computing platforms used in education.
- Knowledge of learning-technology theory and application.
- Knowledge of applications and technologies used to support teaching and learning.
- Knowledge of 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 with, and coordinate other individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- Ability to work independently and effectively while handling multiple tasks.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds of college students and personnel.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.

\*Subject to Public Law 15-24



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 06-043

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 or family relationship. 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:	<b>President</b>
Pay Level & Step:	<b>Ungraded</b>
Annual Salary:	<b>Up to \$80,000.00*</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: 9/05/06	Closing Date: <b>10/06/06 or Until Filled</b>
<i>Pending availability of funds</i>	

*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:

The President is the chief executive officer of the Northern Marianas College, and in this capacity is charged with full administrative responsibility for the College. The Board of Regents judiciously recognizes and supports the President as the major line of communication between the Board and the internal and external College community. In this capacity as the Board's Liaison, the President informs the Board of such communications, and is guided by the policies, general directions, and financial guidelines established by the Board.

The President's fundamental responsibility is to develop and maintain an institution that fulfills the mission and achieves the goals of the Northern Marianas College in accordance with the Mission Statement set forth in Article XV of the CNMI Constitution and in accordance with the Postsecondary Education Act of 1984, as amended, and in the Postsecondary Education Amendment Acts of 1992 and 1995. This implies a commitment to the philosophy of a comprehensive community college and an understanding that the President's energies must be directed towards the realization of such.

The President is an educational leader of the Commonwealth, and as such represents the College in the community. The President recommends policies to the Board, and is authorized by the Board to exercise broad discretionary powers according to the policies, goals, and general directions established by the Board for the College.



**Duties and Responsibilities:**

- Being responsible for the organization and administration of the College and for the coordination of its entire instructional program;
- Providing direction and leadership in the development and implementation of a research, planning, and evaluation system to assure institutional effectiveness and that the results of such activity will be used for institutional improvement and the establishment of priorities;
- Ensuring that various entities of the College have a substantive and clearly-defined role in institutional governance;
- Overseeing institutional adherence to the Standards of the Accrediting Commission so as to assure continuing accreditation of the College;
- Recommending to the Board new and revised policies and establishing administrative procedures for
  - Board operations
  - Finance and procurement
  - Educational programs
  - Human resources
  - Student services
  - Administrative services
- Developing an effective program of staff evaluation and improvement;
- Preparing a budget in line with the needs of the College, and approving expenditure of funds appropriated to the College by the federal or Commonwealth government or donated to the College by any other entity;
- Guiding capital improvement activities and ensuring safe and adequate facilities and grounds in order to maintain a quality learning environment;
- Representing the College to the community and maintaining an adequate public information service;
- Maintaining open and adequate channels of communication with the internal and external College community;
- Entering into contracts, cooperative agreements, and such other transactions as may be helpful to conduct the business of the College;
- Appointing and terminating staff and faculty consistent with applicable Human Resources rules and regulations;
- Accepting gifts, grants, donations, bequests, or other contributions on behalf of the Board and depositing the same in a College Trust Fund for the exclusive use and expenditure of the College, as approved by the Board;
- Formulating reports required by local and federal agencies;
- Approving regulations and activities of groups and organizations functioning within the College; and

- Subject to prior review and approval by the Board, establishing respective faculties and staff for the various departments and other divisions of the College, approving their programs and courses of studies, and modifying or disestablishing the same as the President may deem most appropriate to carry out the policies, goals, and general directions established by the Board for the College.
- Other duties as assigned by the Board of Regents.

**Minimum Qualifications:**

Masters degree from a U.S. accredited university plus five (5) years of executive level management experience in an institution of higher education or other relevant organization, or a combination of at least five (5) years of executive level management including post-secondary education teaching experience; experience working in a multicultural environment; experience working with boards, elected leaders, and community organizations; experience in accreditation processes, personnel management, budget development and presentation, strategic planning and institutional assessment, fundraising, mediation, and team building; and knowledge of federal programs and grants application to higher education.

**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.nmcnet.edu> using Adobe Acrobat. All applications should include an NMC Application with the authorization for release of prior employment information; a personal letter explaining why the candidate is highly qualified for the position; official college transcripts; a valid/original police clearance from current place of residence; a curriculum vitae with e-mail address; four professional references complete with name, title, address, phone number, professional relationship with the candidate, and e-mail address; four letters of professional recommendations specific to the position to be submitted to the Presidential Search Committee Chair no later than the closing date of the announcement, P.O. Box 501250, Saipan, MP 96950. Applications mailed on or before the closing date will be accepted.

\*Subject to Public Law 15-24





Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

REVISED as of 1/3/07

**VACANCY ANNOUNCEMENT**  
Announcement No. 07-004

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 or family relationship. 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 III, Library Programs & Services**

Pay Level & Step: **Ungraded**

Annual Salary: **\$50,000.00**

Location: **As Terlaje Campus, Saipan**

Opening Date: **10/27/06** Closing Date: **Until Filled**

*Pending 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 Position:**

The position is in the Library (Programs & Services) Division and under the supervision of the Vice-President for Programs and Services. It oversees the Saipan campus libraries and acts as a liaison to the libraries on Rota and Tinian.

**DUTIES & RESPONSIBILITIES:**

1. Administrative responsibility for library-wide planning and policy direction for all centralized library services such as budget preparation, personnel, technical services, special collections, systems development, collection development. Assumes responsibility for daily operations of library services
2. Demonstrates the ability to develop and maintain positive relationships with a culturally diverse staff and student body.
3. Reviews, updates and implements policies and procedures relative to library services and programs.
4. Actively participates in campus wide committees.
5. Recruits, supports and trains library personnel.

6. Develops the circulating collection for the Borja Memorial Library general collections holdings.
7. Provides limited reference assistance.
8. Maintains and monitors the Library Services website.
9. Oversees copy cataloging.

**MINIMUM QUALIFICATIONS:**

Evidence of strong leadership experience combined with excellent communication skills. Graduation from a U.S. ALA accredited university with a Master's degree in Library/Information Sciences, and eight (8) years of progressively responsible administrative experience which includes five (5) years of supervisory experience at the managerial level and three (3) years of multicultural experience as a librarian.

**Preferred Experience:**

Three (3) or more years as a Community College librarian. Experience with Bibliofile cataloging software. Experience with Professional software online Catalog and Circulation system. Demonstrated understanding of resource sharing/networking, automation, new information technologies, and staff development.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.





Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 07-011

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 or family relationship. 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>Academic Librarian</b>
<b>Pay Level &amp; Step:</b>	<b>32/01 – 34/08</b>
<b>Annual Salary:</b>	<b>\$28,803.12 - \$42,189.80</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b>	<b>11/27/06</b>
<b>Closing Date:</b>	<b>12/11/06 or Until Filled</b>
<i>Pending availability of funds</i>	

*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 is located in the Borja Memorial Library and is under the direct supervision of the Director of Libraries.

### **Duties and Responsibilities:**

- Provides specialized and general reference service to college community and general public. Assists patrons in use of online catalogs, conducts Internet and other database searches. May work some evenings and Saturdays.
- Coordinates and conducts library's bibliographic instruction/information literacy program
- Serves as Webmaster for the library. Prepares bibliographies and brochures
- Manages print and electronic (CD-ROM and online) periodicals and audiovisual collections as part of general librarian duties. Assists in monograph, reference, and periodicals collection development and acquisitions. Oversees serials control. Uses library and office related software systems.
- Responsible for development and maintenance of small (non-depository) document collection and the Asian Development Bank Collection. In charge of vertical, map and pamphlet files and/or electronic equivalents.
- Provides library support for college distance learning programs.

- Serves as library liaison for off-campus and community programs and for branch college-public libraries on islands of Tinian and Rota. Occasional travel to Rota and Tinian by air or sea may be required.
- Performs other duties as assigned by the Director of Libraries

**MINIMUM QUALIFICATIONS:**

Masters degree in Library Science from an ALA-accredited or equivalent program. Must be computer and internet literate. Experience or training in using library-related automation systems. Experience in conducting information literacy programs. Understanding and commitment to the mission of an academic institution of higher learning. Applicants with Pacific/Asia or other international experience will be given preference.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.





Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 07-020

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 or family relationship. 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:	<b>Human Resources Manager</b>
Pay Level & Step:	<b>35/01 – 35/08</b>
Annual Salary:	<b>\$29,570.33 - \$40,919.89</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: <b>1/26/07</b>	Closing Date: <b>2/09/07 or Until Filled</b>
<i>Pending availability of funds</i>	

*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 Chief Financial and Administrative Officer of the Northern Marianas College (NMC), the HR Manager is responsible for the efficient and effective operation of the Human Resources Office. The Human Resource Manager 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, 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 HR Manager has responsibility for the following, which is not intended to be all inclusive:

- 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.
- Coordinates 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 where desirable.
- Prepares and issues manuals establishing personnel policies, and interprets such policies for managers, supervisors and employees.
- Maintains necessary records on personnel.
- May engage in public relations activities such as representing the Institution before community groups, professional societies and the like.
- Performs such other duties as the supervisor may from time to time deem necessary.

#### **Knowledge & Characteristics:**

- Thorough knowledge of modern management methods and practices.
- Extensive knowledge of the principles and practices of human resources management and administration.
- Demonstrated ability to formulate and implement human resources programs.
- 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 communicate effectively, both orally and in writing.
- 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.
- 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.
- Demonstrated ability to solve problems creatively.

Successful candidates will also display the following characteristics:

- Consensus builder
- Mediator
- Approachable
- Credibility/trustworthiness
- Integrity

#### **Minimum Qualifications:**

Graduate from a U.S.-accredited institution with a Bachelor's Degree in business administration, public administration, human resources, personnel relations or closely related field or equivalent plus a minimum of four (4) years of progressively responsible human resources experience.

#### **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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 07-021

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 or family relationship. 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>Accountant IV (Chief Accountant)</b>
<b>Pay Level &amp; Step:</b>	<b>35/01 – 35/08</b>
<b>Annual Salary:</b>	<b>\$29,570.33 - \$40,919.89</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b>	<b>1/26/07</b>
	<b>Closing Date: 2/09/07 or Until Filled</b>
	<i>Pending availability of funds</i>

*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 is located in the Finance and Budget Office and is under the direct supervision of the Chief Financial and Administrative Officer. This position requires a thorough knowledge of the College's organizational structure, its policies, functions of the Finance Office within the institution, record-keeping procedures, and accounting and financial reporting in accordance with generally accepted accounting principles.

### **Duties and Responsibilities:**

- Review all expenditure documents such as purchase orders, travel authorizations, personnel actions, check requests, contracts, etc. for completeness. Verify against paid files, disbursements, budgets and certifies funding if appropriate. Post all disbursements and maintain cash disbursements journal. Maintain disbursements files by numerical order and vendor. Ensure that all such documents forwarded to the Chief Financial and Administrative Officer for approval comply with all internal accounting policies and procedures.
- Provide general supervision of the Finance and Budget Office.
- Verify deposit of cash receipts. Ensure that cash receipts are processed and posted in a timely manner and maintain cash receipts journal. Maintain cash receipts files in numerical order with deposits and supporting documents.
- Post and maintain oversight of cash flows and daily cash balances.
- Prepare and post monthly journal entries to update the institutions financial statements as warranted.



- Keep track of open purchase orders and accounts payable and ensure that such are kept up to date.
- Provide oversight on the preparation and posting of bills for collection for accounts receivable and follow up on payments.
- Post and maintain monthly general ledger.
- Prepare trial balances and financial statements as requested.
- Prepare various reports other reports as requested and ensure that federal program reports for submission to respective granting agency are properly coordinated and submitted in accordance with federally mandated deadlines.
- Coordinate and assist with the annual audit of the institution.
- Perform other duties as assigned.

**Minimum Qualifications:**

Associate's degree from a U.S.-accredited institution in accounting or related field plus four (4) years of accounting or bookkeeping experience; or a Bachelors degree from a U.S.-accredited institution in accounting or related field with two (2) years of experience. An ideal candidate would possess an excellent grasp of generally accepted accounting principles and GASB standards.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

**VACANCY ANNOUNCEMENT**  
Announcement No. 07-025

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 or family relationship. 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, Counseling Programs & Services**

Pay Level & Step: 29/01 – 34/10

Annual Salary: \$24,881.22 - \$45,632.49\*

Location: As Terlaje Campus, Saipan

Opening Date: 4/26/07 Closing Date: 5/10/07 or Until Filled

*Pending 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 is located within the Division of Student Services. The incumbent is responsible for coordinating and implementing the goals and objectives of the Counseling Programs & Services, supervising staff within the department, counseling students, and working with other programs & services within the college community. The Director of Counseling Programs & Services reports directly to the Dean of Student Services.

**Duties and Responsibilities:**

- Oversees, guides and coordinates the administration of the following Counseling Services:

Drug Awareness & Prevention  
Faculty/Student Referral  
Freshman Year Experience  
Academic Advising  
Early Placement  
Student Transfer

Freshman Orientation  
Student Success Workshops  
Health & Wellness  
Early Intervention  
Student Retention  
Campus-Wide Advising



- Establishes and implements institutional protocols, and the goals and objectives of the above Counseling Programs and Services.
- Analyzes counseling and guidance procedures and techniques to improve quality services provided.
- Develops, implements and facilitates strategies to educate students and staff about NMC's Drug Policy; and coordinate workshops.
- Coordinates, guides and facilitates the development, revision and dissemination of the Transfer Handbook.
- Assist the department chair regarding College Success (BE110) course development and changes.
- Responsible for communicating and maintaining department collaboration with other departments including Retention Office on the development and implementation of plans to improve student retention.
- Conducts in-service training for professional counseling staff.
- Provides academic advising to students who are undecided in their majors, Liberal Arts (general) and/or transferring students and handles major crisis intervention.
- Assist in counseling individuals relative to personal and social problems.
- Liaisons with outside agencies such as CHC, Karidat, and PSS to recruit and facilitate various counseling services at NMC.
- Submits monthly reports with regards to counseling activities to the Dean of Student Services. Conducts department meetings on a regular basis.
- Assists when necessary in coordinating visits to CNMI high school on Saipan, Tinian, and Rota for the purpose of recruitment and for dissemination of college and services information.
- Conducts focus group sessions to assess student needs and institutional responsiveness.
- Participates in NMC Committees, inclusive but not limited to Registration Committee and Retention Task Force.
- Performs other related duties as assigned; division meetings, committee meetings, in office staff meetings, annual staff evaluations, annual program budget preparation, etc.

**Minimum Qualifications:**

Graduate from a US-accredited institution with a Master's Degree plus four (4) years related experience in a post secondary institution or Bachelor's degree plus six (6) years in a post secondary institution. Must have excellent interpersonal and communication skills. Master Degree in Counseling preferred.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.

\*Subject to Public Law 15-24



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 07-029

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 or family relationship. 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:	<b>Director of Admissions &amp; Records</b>
Pay Level & Step:	<b>35/01 – 35/08</b>
Annual Salary:	<b>\$29,570.33 - \$40,919.89*</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: <b>5/11/07</b>	Closing Date: <b>5/25/07 or Until Filled</b>
<i>Pending availability of funds</i>	

*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:**

The position is located in the Student Development Unit, reporting directly to the Dean of Student Development. The person will direct and coordinate admissions procedures according to the Board of Regents policies. The individual is also responsible for the establishment of an admissions system as well as a registration system, which will accommodate all students and staff needs to meet their respective goals.

### **Duties and Responsibilities:**

- Develops an efficient, comprehensive admissions and registration system and will implement them for all college programs to include Rota and Tinian.
- Provide direction and coordination for activities of the Admissions Office associated with recruitment and selection of student applicants
- Plans and arranges meetings with staff and instructors to assure compliance with established admission practices; implements new policies and procedures and keeps employees abreast of current changes and standards.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals; supervises, trains, and evaluates unit staff.
- Plans and develops strategies for admission of students to meet the college's enrollment goals; develops and oversees admissions publications.



- Conducts a statistical analysis of the member of students registered for each semester for supervisor's review; prepares reports setting forth progress, adverse trends, and appropriate recommendations and conclusions.
- Handles inquiries from other schools with respect to admissions to NMC and transfer credit practice.
- Performs other related duties as assigned.

**Minimum Qualifications:**

Graduate from a U.S. accredited college or university with a Master's plus three (3) years of progressive responsibility within the admissions and records and/or related profession in post-secondary education with a minimum of two (2) years of supervisory experience.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.

**\*Subject to Public Law 15-24**



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

---

## VACANCY ANNOUNCEMENT

Announcement No. 07-030

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 or family relationship. 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:	<b>Registrar</b>
Pay Level & Step:	<b>28/01 – 28/08</b>
Annual Salary:	<b>\$21,338.12 - \$29,626.82*</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: <b>5/17/07</b>	Closing Date: <b>5/31/07 or Until Filled</b>
<i>Pending availability of funds</i>	

*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 is located in the Northern Marianas College's Office of Admissions and Records (OAR), under the direct supervision of the Director of OAR. This position will assist the Director in providing management assistance of the daily operation associated with the collection, maintenance, and dissemination of student's academic records. The incumbent will assist in coordinating the implementation, maintenance, and upgrade of the management database system.

### Duties and Responsibilities:

- Establishes students' records which will be easily available when needed and where only pertinent course of information is kept. These records will be confidential unless released by the student.
- Updates all transcripts, Individual Degree Plans (IDP), and Individual Certificate Plans (ICP), and records course descriptions.
- Evaluates students' application for graduation (petition to graduate).
- Evaluates and coordinates the dissemination of information on courses offered and advises students the required procedures to follow in order to obtain completion of graduation requirements toward an associate or bachelor degree.
- Assists the Director in preparing notification of students' probation, suspension or dismissal status.



- Compiles Honor Roll Listing each term.
- Issues official transcripts, grade reports, enrollment verification, and certification letters.
- Assists the Director with commencement exercise activities.
- Works closely with admissions officers, counselor, and academic advisors during registration periods.
- Exchanges student information with other colleges and universities
- Adheres to College policies and procedures.
- Performs other duties as requested.

**Minimum Qualifications:**

Bachelor's degree from a U.S.-accredited institution in education or related field plus two (2) years of experience in a post-secondary education institution, preferably in admissions and records area.

**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.nmcnet.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: A cover letter, NMC Application with the authorization for release of prior employment information, official school transcripts (copies accepted while requesting official), copies of diplomas or certificates, a valid, original police clearance, and a copy of a valid passport. Failure to submit all these documents by the closing date will be acknowledged as incomplete and will be denied for consideration. Applications mailed on or before the closing date will be accepted.

\*Subject to Public Law 15-24



Northern Marianas College  
P.O. Box 501250 CK  
Saipan, MP 96950  
Phone: (670) 234-5498/3690  
Fax: (670) 235-3696  
Website: <http://www.nmcnet.edu>

Revised as of 11/21/06

**VACANCY ANNOUNCEMENT**  
Announcement No. 07-007

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 or family relationship. 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:	<b>Librarian (Curriculum Resource Center)</b>
Pay Level & Step:	<b>32/01 – 34/05</b>
Annual Salary:	<b>\$28,803.12 - \$37,506.58</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: 11/06/06	Closing Date: <b>Until Filled</b>

*Pending 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 is located in the Curriculum Resource Center (CRC) and is under the direct supervision of the Director of Library Programs & Services. The Curriculum Resource Center Librarian is responsible for the overall operations of the CRC and works closely with School of Education faculty and students. The CRC Librarian is responsible for reference, instruction, and collection development.

**Duties and Responsibilities:**

- Assists students with reference questions.
- Performs general library instruction and electronic resource instruction.
- Identifies books, videos, journals, electronic resources, and other materials for use in the CRC.
- Maintains the Horizon library automation system for the CRC.
- Circulates CRC materials.
- Maintains CRC website.
- Oversees copy cataloging for the CRC.
- Trains, evaluates, and supervises staff and student personnel as needed.
- Promotes CRC services and resources to the School of Education faculty and students.
- Oversees public computer use and helps resolve technical issues.

**Vacancy Announcement 07-007 (revised)**

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.