



Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 237-6855/6856/6857
Fax: (670) 235-3696
Website: <http://www.marianas.edu>

VACANCY ANNOUNCEMENT

Announcement No. 17-030

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, Information Technology
Department:	Office of Institutional Advancement
Pay Level & Step:	35/Steps 01-07
Annual Salary:	\$49,864.16 - \$61,295.79
Location:	As Terlaje Campus, Saipan
Opening Date: June 05, 2017	Closing Date: June 14, 2017 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 Dean of Institutional 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

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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
- Provides high-quality student and internal and external customer service
- 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
- Demonstrate effective phone etiquette and customer service skills.
- 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

Knowledge, Skills, and Abilities

- Demonstrate effective phone etiquette and customer service skills
- 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, 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.

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- 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

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.

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, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter.

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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