



**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>**

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## **VACANCY ANNOUNCEMENT**

**Announcement No. 17-024**

*Revised on 05/04/2017*

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>Extension Aide II</b>
<b>Department:</b>	<b>CREES</b>
<b>Pay Level &amp; Step:</b>	<b>22/Step 01</b>
<b>Annual Salary:</b>	<b>\$26,773.63</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date:</b>	<b>May 10, 2017</b>
<b>Closing Date:</b>	<b>May 21, 2017 or until filled</b>

*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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### **Nature of the Position:**

The 4-H Extension Aide works with the Extension Agent in planning, developing, and conducting one of several community-sponsored programs and performs duties necessary to assist the Extension Agent in the day-to-day conduct of programs.

Work includes responsible, supervisory, paraprofessional work and involves the supervision of tasks necessary in planning, developing, and directing these educational programs. This employee must exhibit qualities of independent judgment. Work is performed under general supervision. Some evening work and weekends required.

### **Duties and Responsibilities:**

Working under the direction of the Northern Marianas College Cooperative Research, Extension and Education Service (NMC-CREES) Family, Community & Youth Development (FCYD) Program Extension Agent, the Extension Aide will:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Develop hands-on 4-H learning opportunities for school-age youth
- Design curriculum for youth education programs.
- Develop and evaluate hands-on STEAM educational programs in the K-12 educational system.
- Provide technical assistance in the construction of hydroponic and raised-bed vegetable production systems and row crop vegetable farming on larger campuses.
- Implement a student driven composting program on school campuses.
- Implement Embryology studies to foster lifecycle growth applications in classrooms to enhance the STEAM education.
- Generate long-term student interests in farming as a career choice.
- Foster an interest in 4-H Youth Development on school campuses through STEAM education programs.
- Site visits to the NMC-CREES experiment stations and privately owned livestock ranches, hydroponic farms and other sustainable agricultural farm areas.
- Introduction of aquaculture farming applications such as breeding sciences and rearing techniques.
- Provide general knowledge to students in regards to business strategies for commercial farmers such as crop studies and target markets.
- Build an interest in youth participation in the local agricultural fairs to showcase student projects.
- To educate the students on the importance of food security and sustainability.
- To partner with EFNEP staff to educate and inform students on the health benefits of locally grown and raised food.
- Work cooperatively with 4-H volunteer leaders, teen leaders, and other 4-H partners.
- Maintain effective communications with 4-H volunteer leaders, teen leaders, other 4-H partners.
- Follow all guidelines and policies of Northern Marianas College (NMC), Cooperative Research and Extension and Education Service (CREES), the Family, Community & Youth Development (FCYD) Program, and camps or facilities where assigned.
- Maintain accurate records on program participation and activities as needed.
- Assists with researching and providing information requested by clients.
- Evaluate program with Extension staff, adult leaders and youth
- Prepare and submit reports as requested.
- Demonstrate and provide effective phone etiquette and customer service skills.
- Other administrative and technical duties as directed

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**Minimum Qualifications:**

High school graduate plus thirty (30) college credits.

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

**Preferred Qualifications:**

- Graduation with an Associate's Degree.
- 4-H experience or experience in working with youth preferred

**Other Qualifications:**

Must have a valid driver's license and available transportation

**Knowledge, Skills, and Abilities**

- Demonstrate and provide effective phone etiquette and customer service skills.
- Effective verbal and written communication including phone and computer skills.
- Effective organizational and multi-tasking skills (time management).
- Self-motivated and enthusiastic.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Completes and prioritize tasks accurately and in a timely manner.

**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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