



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-026

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:	Instructor, Health & Physical Education
Department:	Sciences, Mathematics, Health & Athletics
Pay Level & Step:	32/01 – 32/02
Annual Salary:	\$41,527.83 - \$42,981.30
Location:	As Terlaje Campus, Saipan
Opening Date: May 10, 2017	Closing Date: May 21, 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:

This position is located in the Division of Academic Programs and Services, under the direct supervision of the Department Chair for the Science, Math, Health, and Athletics (SMHA) department. They are charged with the responsibility of assisting the College to fulfill its educational mission by providing instruction in various health and physical education courses.

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Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Teaches at least 30 credit hours per academic year (Fall and Spring semesters), including, but not limited to, the areas of Health & Wellness, Personal Health, Health and Nutrition, Fitness type activity courses, and possibly Weight Training, Beginning and Intermediate Volleyball, Walk-Jog-Run, and Golf classes.
- Uses a variety of teaching methods designed to enhance student learning and the development of critical thinking skills.
- Coaches various athletic teams (specifically volleyball, softball, and other sports as needed) that represent NMC in various on- and off-island leagues and tournaments.
- Develops teams, holds try-outs, trains and conditions athletes, and coaches during games.
- Must be willing to be certified as a coach and/or official in at least one team or individual sport within six (6) months of appointment.
- Under the direction of the Department Chair, helps coordinate and facilitate various intramural and other student activities.
- Prepares and revises curriculum, course guides, and syllabi for courses taught.
- Reviews textbooks, tests, and other curricular materials for adoption.
- Helps plan and administer community events, such as workshops, under the direction of the Department Chair.
- Assists in administering the Gymnasium as needed.
- Develops, administers, and scores tests and exams for courses taught.
- Evaluates student learning, records and submits course grades, and maintains records of student performance.
- Must be willing to periodically evaluate and make recommendations of textbooks to be used in Health classes.
- Maintains office hours for consultation with students in accordance with NMC policy.
- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment.
- Participates in faculty meetings, workshops, conferences, and available professional development activities.
- Participates in departmental and/or institutional committee work and other college-wide activities.
- Submits monthly reports on activities and accomplishments to the Department Chair.
- Conducts classroom observations of department faculty and submits written reports of these observations to the Department Chair for faculty evaluation purposes.
- Reviews the qualifications of adjunct faculty and applicants, and makes recommendations regarding certification and hiring to the Department Chair.
- Assists department in developing, revising, and implementing goals and objectives related to area of expertise.
- Works cooperatively with other departments and programs in implementing NMC's goals.
- Participates in ongoing departmental efforts to improve curriculum and the teaching—learning environment.
- Shows commitment to work in an environment committed to Total Quality Improvement (TQI).
- Maintains a good working relationship with department personnel and other College employees.
- Adheres to College policies and procedures.
- Demonstrate effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

Master's degree in Health Science, Health Education, Biology, Nursing, Physical Education, Kinesiology, any Exercise or Biomedical Science, Dietetics, Nutrition, or Education with an emphasis in Physical Education, Physiology of Exercise, or Adaptive Physical Education; or Master's degree in any discipline with 18 graduate credit hours in any of the aforementioned specializations.

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Preferred Qualifications:

Doctoral degree in related field.

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

All faculty candidates must demonstrate their knowledge of the subject matter they will teach, as well as their abilities to effectively teach in the assigned discipline.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

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.

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

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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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