



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-027

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:	Administrative Manager I
Department:	Liberal Arts Program/APS Division
Pay Level & Step:	20/01 – 20/02
Annual Salary:	\$24,330.79 - \$25,182.37
Location:	As Terlaje Campus, Saipan
Opening Date: May 10, 2017	Closing Date: 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 Building J (NMC). The incumbent reports to the Liberal Arts Program Coordinator. This position requires a thorough knowledge of the College's organizational structure, its policies and procedures, the functions of each unit and department within the institution, accreditation standards, financial and other record keeping, and all standard office procedures and practices. Approximately 100% of the employee's time will be spent performing work for the Liberal Arts Coordinator,

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Criminal Justice Coordinator, Natural Resource Management Coordinator, Prior Learning Assessment Coordinator, and Distance Learning Coordinator.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities;
- Receives visitors and answers the phone;
- Assists and relieves the APS Coordinators in the administrative officer services: record control and record keeping, makes copies of and files correspondences and other printed matter, assembles materials, picks up and drops off materials on and off campus, orders supplies, and other housekeeping matters such as keeping the offices organized, presentable and maintained, and other related office duties;
- Assists APS Coordinators in data entry: be able to retrieve, type, and enter data, create spreadsheets, verify and update data, perform regular backups to ensure data preservation, sort and organize paperwork after entering data, and other data entry related duties;
- Assists coordinators in their recruitment activities;
- Prepares and processes documents such as personnel action, travel authorizations, travel vouchers, work orders, purchase orders, time sheets, miscellaneous correspondence as required, and other related documents;
- Assists during registration and inputs data into computerized student files.
- Schedule, create URL links, distributes, scans, and compiles comments on Instructor Course Evaluations;
- Manage and take inventory, purchase equipment, submit invoices of purchased items, and communicate and work with outside vendors, by following Procurement guidelines and procedures;
- Takes, types, and distributes agenda and minutes for department meetings.
- Supervise any work-study students' and monitor timesheets, and handle other necessary communication involving work-study students;
- Maintain and operate office equipment such as computers, Xerox machine, phone, and other related equipment;
- Gives input to the coordinators concerning budget and updates budget records.
- Facilitates communication between the coordinators with other department chairs, faculty, Deans, and other offices, as well as responds to reported absences of department personnel, and post notices in and outside the office;
- Receives and consolidates all departmental timesheets and process payroll for the approval of the APS Coordinators.
- Attends staff training opportunities available at NMC;
- Coordinates classroom assignments, maintenance, and security.
- Assist Distance Learning Coordinator with biweekly instructor report running and analysis of time on task. etc., assist with running back-ups of all courses offered each semester, assist with the back-up and restoration of semester online courses;
- Demonstrate effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

Associate's Degree from a U.S. Department of Education recognized accredited institution plus four (4) years of secretarial/office management experience.

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

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

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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.
- Must be punctual and keep and maintain office hours.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the APS Coordinators and Distance Learning Coordinator, 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.

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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