



**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. 17-039

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>Student Leadership Coordinator</b>
Department:	<b>Student Services</b>
Pay Level & Step:	<b>30/01-02</b>
Annual Salary:	<b>\$39,256.46 - \$40,630.43</b>
Location:	<b>As Terlaje Campus, Saipan</b>
Opening Date: <b>June 21, 2017</b>	Closing Date: <b>June 30, 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.*

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

This position manages the Student Center and provides overall support to the Associate Students of the Northern Marianas College (ASNMC). This position reports to and will assist the Dean of Student Services implement service learning initiatives.

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### **Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Coordinates and promotes student academic, social, cultural and recreational activities for the College and in support of the ASNMC Student Government and chartered student organizations.
- Manages use of the Student Center, including resources, equipment, and materials of the Office of Student Activities and Leadership.
- Attend and supervise student sponsored activities at the Northern Marianas College and off-campus locations. Provide logistical support for activities.
- Locate and organize information pertaining to a variety of programs in extracurricular areas for presentation to student groups and faculty/staff advisors.
- Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs, activities, and affairs to students, staff and the community.
- Edit flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution.
- Implement and oversee processes for posting/distributing of materials on campus as requested.
- Maintain an inventory of all equipment purchased by ASNMC.
- Facilitate, promote and assist with student recognition/award presentation events.
- Liaison between student and appropriate staff related to student activities.
- Contributes to the design and implementation of a comprehensive strategy to support student leadership development for all students.
- Maintains positive working relationships with students, staff, faculty, and community members to promote participation and support for student development activities and a positive campus and Student Center climate.
- Develops and facilitates athletic and recreational activities to promote student health and wellness.
- Investigates and promotes student housing options and potential agreements with housing providers in collaboration with the Dean of Student Services.
- Coordinates, monitors, evaluates and provides support for the activities of student organizations as appropriate.
- Implements a system of internal controls for accountability with regard to: staff time and effort, cash handling, purchases, use of equipment, and maintaining records.
- Develops annual budget requests, program review reports, and year-round assessments.
- Supervises Student Center staff and student volunteers.
- Coordinate the implementation of service learning activities.
- Promote the value of civic engagement and participation of students in volunteer, service, and civic activities.
- Assists faculty in developing strategies and opportunities for integrating service learning activities into the course curriculum.
- Leads the program assessments for service learning courses and/or community engagement activities (e.g., designing analytical rubrics for assessing course-embedded student artifacts, designing and deploying surveys, analyzing assessment data using research methodologies and computer software, etc.), and writing reports and disseminating results of assessment information to interested parties
- Establish and manage a Service Learning Program (i.e., an active program of civic and service learning that involves our uniquely diverse cohort of students, faculty, staff, and community partners)
- Assist with campus programs such as orientation and other events
- Build and maintain strong partnerships with local community agencies to promote curricular civic engagement
- Work collaboratively with faculty, staff, and administration on grant opportunities to further enrich service and civic learning
- Recruit and subsequently support/assist faculty in developing strategies and opportunities for integrating service learning activities into the course curriculum (i.e., incorporating service learning into new and existing courses), and use faculty-guided project work to strengthen service learning and internship opportunities
- Hire, train, and supervise part-time student employees (as well as student volunteers) and supervise/lead departmental staff
- Prepare general correspondence, reports, instructional materials, and budget recommendations

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- related to the programs and contributing to the preparation of grant proposals/applications
- Implements a system of internal controls for accountability with regard to: staff time and effort, cash handling, purchases, use of equipment, and maintaining records of civic and integrative learning activities and community partner contacts.
- Continually research the best practices in civic learning, service learning, and new models of integrative learning.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree from a U.S. Department of Education recognized accredited institution in Business Administration, marketing or a related field, plus two (2) years of relevant experience in program administration or coordinating student-centered events.

*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.*

**Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, preferably Word, Excel, PowerPoint.
- Able to communicate effectively with students, staff, faculties, 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 team oriented and able to and communicate well with a diverse student population.
- Must be able to design and execute student activities and leadership programs.
- The position requires flexibility in working schedules to include Saturdays, Sundays and evenings when required.
- Effective communication and presentation skills are also required.

**Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

**Conditional Requirements:**

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is "Not Covered": Is not eligible to receive overtime payment for any hours in excess of forty (40) within the given workweek.

**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.

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**Vacancy Announcement 17-039**

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**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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