



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 17-045

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.

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| <b>POSITION TITLE:</b>       | <b>Program Manager II (Prior Learning Assessment)</b> |
| <b>Department:</b>           | <b>Academic Programs &amp; Services</b>               |
| <b>Pay Level &amp; Step:</b> | <b>20/01-02</b>                                       |
| <b>Annual Salary:</b>        | <b>\$39,256.46 - \$40,630.43</b>                      |
| <b>Location:</b>             | <b>As Terlaje Campus, Saipan</b>                      |
| <b>Opening Date:</b>         | <b>June 21, 2017</b>                                  |
| <b>Closing Date:</b>         | <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:**

The Prior Learning Assessment (PLA) Program Manager II supports the daily operations of the PLA department, assists the Coordinator, PLA with the development and implementation of college-wide PLA initiatives and communicates information to internal and external constituencies.

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**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Assists the Coordinator, Prior Learning Assessment with the development and implementation of College-wide PLA initiatives.
- Coordinates and promotes PLA services and resources used for establishing procedures and promoting practices that award credit for prior learning.
- Handles communications and responds to internal and external inquiries in person, phone and electronic communication.
- Assists with planning and conducting PLA marketing efforts that includes the coordination of students, faculty, staff, scheduling, media relations, recruiting and data tracking elements.
- Assists the Coordinator, PLA with the day to day administrative operations of the department.
- Compiles, analyzes and evaluates various reports for the Coordinator, PLA and other personnel that includes budgetary functions, expenditures, inventories and reconciliation.
- Coordinates the scheduling of meetings, professional development activities and other events that support the success of the program.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

Bachelor's degree from a U.S. Department recognized accredited institution in related field plus four (4) years related experience in an educational environment.

*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.

**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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**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 **Non-Exempt** under the Fair Labor Standards Act (FLSA) and is "Covered": Is eligible to receive overtime payment at a rate of one and a half (1.5) times the hourly rate for each hour in excess of forty (40) within the workweek.

**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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