



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>

**OPEN PROMOTIONAL/TRANSFER OPPORTUNITY
VACANCY ANNOUNCEMENT
(NMC Employees Only)**
Announcement No. 17-053

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 Assistant III (Project PROA)
Department:	Academic Programs & Services
Pay Level & Step:	19/Steps 01-02
Annual Salary:	\$23,194.27 - \$24,006.07
Location:	As Terlaje Campus, Saipan
Opening Date: August 11, 2017	Closing Date: August 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 Building I, the PROA Center. The Administrative Assistant reports to the Director of Project PROA, and participates in the planning and implementation of NMC's Project PROA.

Vacancy Announcement 17-053

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Prepares the program's travel authorizations, travel vouchers, work orders, purchase orders, other documents, and miscellaneous correspondence as necessary.
- Makes copies of and files correspondences and other printed matter, and assembles materials.
- Takes, types, and distributes minutes for staff and other meetings.
- Picks up and drops off materials on campus.
- Receives visitors, answers the telephone, and operates computers.
- Gives input to the director concerning the budget, orders supplies, and updates program budget records.
- Prepares staff time sheets and ensures timely submission.
- Monitors any work-study students' timesheets and handles other necessary communication involving work-study students.
- Works with the program staff in compiling, updating, and maintaining the student database for new, on-going, and exiting members of Project PROA.
- Assists with the creation and dissemination of surveys and other evaluation tools and compiles and reports results.
- Manages other important digital documents for reporting data and continually keeps up to date with software and hardware to integrate for the convenience and efficiency of the program,
- Assist in the coordination of all program events and activities and helps with the evaluation of the effectiveness of the event.
- Assist in developing strategies and opportunities for integrating cultural activities into the program.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

An Associate's Degree from a U.S. accredited institution and two (2) years of experience working in student services and/or administrative services.

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 (i.e. Word, Excel, PowerPoint, etc.).
- 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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of Project PROA and NMC.

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.

Vacancy Announcement 17-053

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

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 for any hours accumulated 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.

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. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

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.

Vacancy Announcement 17-053