



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 17-055

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:	Counselor (Early Intervention)
Department:	Learning Support Services
Pay Level & Step:	21/01-02
Annual Salary:	\$41,180.02 - \$42,621.32
Location:	As Terlaje Campus, Saipan
Opening Date: August 8, 2017	Closing Date: August 17, 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:

The Counselor is a non-instructional faculty position that reports directly to the Director of Learning Support Services, under the Division of Student Services.

Duties and Responsibilities:

- Participate in Program Review and Outcomes Assessment (PROA) activities.
- Provide holistic counseling services to individual students and/or groups to address academic

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needs, career planning, financial aid, and barriers to success.

- Systematically reviews academic progress of and assists in developing academic plans for non-degree students, students interested in transfer, students concurrently enrolled in high school, students on academic sanction and students concurrently enrolled at other institutions" to cover Rio Salado and ACE advising responsibilities.
- Lead and facilitate discussion groups and educational workshops to promote strategies for academic and personal challenges.
- Implement retention and early intervention strategies and collaborate with faculty in identifying and assisting students at risk for poor academic performance.
- Provide "Just-in-Time" advising to inform students at appropriate times throughout the year of important institutional requirements, deadlines, and activities..
- Interpret academic standards, policies, procedures, student rights and responsibilities.
- Facilitate access to community agencies and resources to support students as appropriate.
- Participate in institutional committees (e.g. Academic Advising Committee) and institutional activities (e.g. registration/orientation) as assigned by the Director of Learning Support Services.
- Assist with the coordination of incoming/new students through advising, registration, and orientation.
- Establish and maintain student records, including contact logs, letters of recommendations and relevant academic worksheets and forms.
- Provide effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

A Bachelor's Degree from a U.S. Department of Education recognized and accredited institution in Education, Psychology, Social Work, Counseling, or a closely related field, plus three (3) years of progressively responsible professional experience with responsibilities for academic and personal counseling.

Preferred Qualifications:

A Master's Degree from a U.S. Department of Education recognized and accredited institution in Education, Psychology, Social Work, Counseling, or a closely related field with at least one (1) year of post-secondary institution 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.

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, and database, preferably Word, Excel, PowerPoint, and Access software applications.
- 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 the Learning Support Services Department, Student Support Services Division, and the College.

Work Environment:

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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 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.

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