



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>

VACANCY ANNOUNCEMENT

Announcement No. 17-061

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: | Extension Aide I-II (CREES) |
| Department: | CREES |
| Pay Level & Step: | 10/Step 01, 12/Step 01 |
| Annual Salary: | \$15,818.92, \$26,773.63 |
| Location: | Rota Campus, Rota |

Opening Date: September 20, 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:

The Extension Aide is a staff member of the Northern Marianas College Cooperative Research, Extension and Education Service (CREES) located on Saipan and is employed to provide food and nutrition education to the community, especially limited resource families. Additionally, the Extension Aide will work with the Extension Agent in planning, developing, and implementing one of several community-sponsored programs. The position is under the direct supervision of the program leads for Nutrition and Health,

Vacancy Announcement 17-061

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

EFNEP, and the Family, Community and Youth Development. Administratively responsible to the Extension Agent located on the island of Rota.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Prepares for and delivers consumer food and nutrition life-skills in group settings. *Must have a reasonably flexible schedule. This position requires working evenings, weekends, and/or holidays.
- Educates the community through various mediums such as educational publications and curricula, radio, television, and other forms of mass media.
- Completes accurate family records, collaborating agency listings, group attendance records, 4-H participant listing, volunteer participation, teaching/lesson plans, monthly reports, and other paper work as required etc.
- Recruits and enrolls low-income individuals with young children into the Expanded Food and Nutrition Education Program as well as delivers general food and nutrition education in family and community settings.
- Develop hands-on 4-H learning opportunities for school-age youth.
- Design curriculum for youth education programs.
- Develop and evaluate hands-on STEM educational programs in the K-12 educational system.
- Build an interest in youth participation in the local agricultural fairs to showcase student projects.
- Establish 4-H clubs and work cooperatively with 4-H volunteer leaders, teen leaders, and other 4-H partners.
- Build volunteer base [adult & youth] to assist with program planning and delivery.
- Maintain effective communications with 4-H volunteer leaders, teen leaders, other 4-H partners.
- Assists in the planning and preparation of the CREES Plan of Work and the annual accomplishment report.
- Evaluate program with Extension Agent, adult leaders and youth
- Develops research-based educational materials such as brochures, bulletin boards, and newsletters.
- Organizes and conducts workshops and presentations in the areas of food and nutrition education and other community specific topics. Provide community and culturally-focused experiential learning opportunities that encourage personal development and capacity building.
- Confers with immediate supervisor regarding program needs, clients' progress, and related matters.
- Collaborates with internal and external partners in order to address the appropriate goals and objectives described in the CREES POW (Plan of Work).
- Completes monthly reports and does other paper work as needed
- Enters client data into WEBNEERS software.
- Assists Program Leads with staff training.
- Assist with processing of purchase orders and check requests.
- Assist with preparation, submission and closeout of travel authorizations.
- Assist with preparation of bi-weekly timesheets for submission and processing.
- Maintain a management system for open accounts with vendors to include accountability of charges, invoice submission and reconciliation and make vendor payments.
- Manage inventory of all CREES equipment and supplies.
- Follow all guidelines and policies of Northern Marianas College (NMC), Cooperative Research and Extension and Education Service (CREES) and camps or facilities where assigned.
- Must be able to travel occasionally within CNMI and other destinations as required.
- Participates in in-service training as required.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

- Extension Aide I:
 - Graduation from High School.
- Extension Aide II:
- Graduation from high school plus Thirty (30) college credits from a US Department of Education

Vacancy Announcement 17-061

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

recognized and accredited institution in Human Ecology or a related field; plus, two (2) years of experience in extension, health-related work, working with limited-resource families, working with community-based organizations and youth, and/or working as a teacher aide.

Preferred Qualifications:

- Associate's Degree from a US Department of Education recognized and accredited institution in Human Ecology or a related field.

•

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Computer literate; able to operate Windows Operating System® (Word, Excel, Power Point) and use email system
- Public speaking experience
- Above average command of American English (grammar and syntax)
- Teaching experience
- Experience working with low-income families
- Experience working with community-based groups
- Experience working with youth
- Must be able to work with limited supervision and under pressure
- Ability to effectively communicate with a wide variety of audiences
- Ability to stay on task and complete work within a reasonable amount of time
- Must be able to operate a motor vehicle

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.

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 for each hour worked in excess of forty (40) within the given 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. *****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.

Vacancy Announcement 17-061

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

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 17-061

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