



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. 18-007

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:	Dean, CREES
Department:	Cooperative Research, Extension and Educational Service (CREES)
Pay Level & Step:	Executive Grade 02/Steps 06-07
Annual Salary:	\$71,261.18 - \$73,755.32
Location:	As Terlaje Campus, Saipan
Opening Date: February 20, 2018	Closing Date: March 01, 2018 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 the Cooperative Research, Extension and Educational Service (CREES) Department, and reports to the President. The incumbent is responsible for all aspects of college cooperative, research, extension and educational services as set by policy direction and applicable college, local and federal regulations. The Dean exercises discretion in the administration of the

Vacancy Announcement 18-007

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).
Revised 02/02/2018

department within professional and administrative procedures and guidelines and under the authority of the President.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Manages and provides quality leadership and guidance in all aspects of the Agriculture Research and Extension and Family Consumer Sciences at NMC, including policy guidance and direction in research and extension standards, research and extension development, staffing, planning, and enrollment.
- Establishes and maintains a system for scheduling facilities, equipment, workshops, training, and personnel to assure outreach success and compliance with established program standards and goals.
- Responsible for department performance evaluations, and the review and recommendation of all departmental personnel actions. The Dean is expected to hold all department personnel accountable for a high level of performance in line with the CREES Plan of Work (POW), serving stakeholders, and meeting all expectations.
- Responsible for planning and conducting public relations programs designed to create and maintain a favorable public image of NMC programs in research and extension, in coordination with program and team leaders.
- Plans, organizes, secures, directs, and leads ongoing and special projects and funding for programs in conjunction with program leaders and college administration; ensures that all mandatory reports are submitted to granting agencies in a timely manner.
- Facilitates program implementation by providing an open line of communication with program and team leaders and by providing necessary administrative and logistical support.
- Facilitates development of department's annual and long-term plans in line with the overall college mission and the USDA National Goals. Works closely with the USDA in Washington D.C., and with other regional institutions.
- Secures grants and other funding from USDA to support the program efforts of CREES.
- Compiles monthly and annual reports of the department for submission to the President.
- Monitors financial expenditures of the department, in compliance with federal and institutional policies and regulations, and requests budget revisions when needed.
- Represents the interests of NMC at meetings and conferences.
- Actively seeks additional local and federal funding opportunities for the department.
- Works collaboratively and congenially in a team effort to support the College's strategic plan.
- Provides effective phone etiquette and customer service skills.
- Perform other related duties as assigned.

Minimum Qualifications:

Master's degree in an agricultural field, educational administration or leadership, or closely related discipline PLUS:

- (i) A minimum of five (5) years of progressively responsible experience in administration of academic, agriculture research/extension (land grant system) programs, or Family and Consumer Sciences **OR**
- (ii) Five (5) years of industry experience in agriculture or in agriculture related business management.

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, and PowerPoint software applications.

Vacancy Announcement 18-007

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

- Able to communicate effectively with students, staff, faculty, 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.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Ability to establish and maintain strong relationships with agricultural organizations, government agencies—especially the USDA, other land grant institutions, private and public community organizations, alumni, on-campus constituencies, and the community at large.
- Ability to work in an environment with diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds.
- Ability to search for and secure external funding.
- Demonstrated skills in personnel management, public relations, and fiscal management
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of CREES and the College.

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 **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not 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, and copies of all college transcripts (all official transcripts are required upon hire). 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

Vacancy Announcement 18-007

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

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 18-007

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