



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-010

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 of Learning & Student Success
Department:	Learning & Student Success
Pay Level & Step:	Executive Grade 02/Step 01
Annual Salary:	\$60,000
Location:	As Terlaje Campus, Saipan
Opening Date: March 01, 2018	Closing Date: March 12, 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:

The Dean of Learning & Student Success reports directly to the Vice President of Learning & Student Success of the Northern Marianas College (NMC). This position plans, organizes, maintains, directs, and evaluates all the directors for Student Services and Academic Programs of the college.

This position oversees the Student Leadership Coordinator, Enrollment Services Director, Financial Aid

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Director, Learning Support Services Director, Library Programs & Services Director, School of Education Director, Nursing Department Chair, Social Sciences & Fine Arts Department Chair, Liberal Arts Coordinator, Natural Resource Management Coordinator, Prior Learning Assessment Coordinator, School of Business Director, Languages & Humanities Department Chair, Sciences, Math, Health & Athletics (SMHA) Department Chair, Criminal Justice Coordinator, Distance Learning Education Coordinator, and the Adult Basic Education Director.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities;
- Provides leadership and guidance to ensure proper implementation of all PROA activities;
- Monitors department work plans to ensure they are consistent with the NMC Strategic Master Plan;
- Leads department faculty and staff in curriculum evaluation, improvement, and development (establishes priorities: develops multi-year instructional plans; and participates in strategic and long-range academic planning for the college);
- Confers with unit department chairs and solicits ideas for programs and services improvement;
- Work closely with the Vice-President of Learning & Student Success to ensure the development, implementation, and continuous improvement of an academic master plan for the division;
- Ensures that academic programs and student services are evaluated and that needs assessments are conducted regularly;
- Keeps abreast of new development and innovations in community colleges and higher education;
- Recommends improvement to maintain relevance of programs to meet student and community needs;
- Participates in the development of the college budget and manages the unit's financial resources consistent with college policy and sound financial principles;
- Works cooperatively with other college administrators and supervisors to coordinate programs and services to meet student needs;
- Promotes and communicates high standards of performance for faculty and staff;
- Monitors unit activities and managerial practices to ensure that program activities relate to program goals and outcomes;
- Ensures orientation of new directors, department chairs, faculty, and staff; works jointly with them to develop and accomplish improvement goals by encouraging participation in available in-service training programs and other appropriate professional development opportunities;
- Annually evaluates the performance of all department chairs, program directors, and program coordinators;
- Solicits feedback from unit faculty and staff regarding the dean's job performance and uses such information for professional growth;
- Directs special instruction-related services or programs as directed by the Vice-President of Learning & Student Success;
- Complies with Board of Regents policies and procedures and all other college regulations;
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Master's degree from a U.S. Department of Education recognized accredited institution in a higher education or comparable field plus two (2) years' experience in academic administration, supervision, program and curriculum development, planning, and budgeting, and assessment in higher education and one (1) year of post-secondary teaching experience with excellent interpersonal communication and human relations skills.

Preferred Qualifications:

- An earned Doctorate Degree from a U.S. Department of Education recognized accredited institution in a relevant field.

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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.
- 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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Learning & Student Success department and NMC.

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

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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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