



Northern Marianas College
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VACANCY ANNOUNCEMENT
Announcement No. 18-023 (Amendment)

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:	Institutional Researcher/Evaluator
Department:	Office of Institutional Effectiveness
Pay Level & Step:	25/01-02
Annual Salary:	\$49864.16 - \$51609.41
Location:	As Terlaje Campus, Saipan
Opening Date: July 11, 2018	Closing Date: July 20, 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 is a staff position. The Institutional Researcher/Evaluator will manage and support the College's collection, retention, processing, and interpretation of data in order to improve the institution's delivery of services and capacity to collect, analyze, and use information effectively. The successful candidate will work in a diverse multicultural environment under the direction of the Dean of Institutional Effectiveness. The successful candidate must be able to work with minimal supervision and in a team setting. Also, the

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successful candidate must be able to work with multiple projects and meet deadlines.

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Performs research studies that support planning, evaluation, budgeting, and policy formation.
- Oversees the research workload and monitors data integrity.
- Develops and implements strategies for evaluating key performance outcomes for institution-wide improvement.
- Works with College leaders to refine and further institutional measures of effectiveness.
- Demonstrates strong organizational skills, effective interpersonal abilities, and outstanding written communication skills.
- Presents data and information to a variety of audiences for policy and decision-making.
- Reviews and improves institutional planning and research efforts to ensure continuous quality improvement in NMC's programs and services.
- Facilitates the development of various assessment instruments, including surveys and questionnaires for institutional planning, research and evaluation purposes.
- Document the sources and quality of data gathered by other individuals, groups, offices, or agencies to ensure the accuracy of the data on which he/she relies to offer meaningful suggestions for institutional improvement.
- Ensures that all reports of projects are complete: clearly written in language understandable to decision-makers, fully distinguish between reporting a summary of research and suggestions for the application of the research, and of the project, the analytical method, and adhere to scholarly norms in the expression of the data and the subsequent summary.
- Participates in college-sponsored professional development activities, keeps abreast of trends and practices related to his/her own professional skills, knowledge, and performance.
- Assists Deans, Directors, Faculty and staff in construction of reliable and valid research instruments.
- Administers internal and external data collection instruments including telephone interviews, printed surveys, electronic surveys (Internet), and focus groups in accordance with applicable federal and local laws and College policy.
- Edits and validates surveys, scans completed surveys, codes responses, keys data, prints and compiles surveys.
- Uses the College's Student Information System (POWERCampus) to validate information for research purposes.
- Maintains electronic and hardcopy data files and reports in compliance with College retention policy, the Freedom of Information and Protection of Privacy Act, HIPAA, and FERPA.
- 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 Research, Statistics, Education, Social Sciences, or related field, plus two (2) years related experience in designing and implementing research projects and preparing comprehensive written reports based on research results. Must have at least one (1) year of experience working with a statistical software package, preferably SPSS, and proficiency in EXCEL. Must be familiar with post-secondary institutional information needs and exhibit excellent communication (verbal and written, computer and analytical) skills. Possess the managerial ability to complete multiple/complex tasks in a timely manner.

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.

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- 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 Office of Institutional Effectiveness, Learning & Student Success Division 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 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

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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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