



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-023

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:	Program Manager III
Department:	Office of Institutional Effectiveness
Pay Level & Step:	22/01-02
Annual Salary:	\$43,197.84 - \$44,709.77
Location:	As Terlaje Campus, Saipan
Opening Date: June 11, 2018	Closing Date: June 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 Program Coordinator 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.

Project Supervision and Data Collection

- Coordinates and supervises the training and scheduling as assigned for the purpose of assisting in the administrating of various assessment, planning and survey activities.
- Assist in the coordination and supervision in preparing and administering materials for research projects.
- Develops processes for completing projects and is responsible for producing and maintaining up-to-date documentation of such processes.
- 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 complies surveys.
- Develops survey instruments into scan-able survey and computer assisted telephone interviewing formats.
- 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 and the Freedom of Information and Protection of Privacy Act.

Departmental Support

- Data entry for the purpose of updating existing reports and development of new reports provided through the Office of Institutional Research.
- Proofreads and edits spreadsheets and reports generated by OIE personnel.
- Assists the Institutional Researcher and Dean in the development of survey methodologies, implementation of research projects, importing of data into analysis software and basic data analysis and generation of reports.
- Assists the Dean in the development and production of reports.
- Provides general office support including typing and distributing letters, memos, and reports to internal and external College stakeholders.
- Provides general office support including photocopying, mailing, and faxing.
- Maintains the confidentiality of personal information in accordance with College policy and the Freedom of Information and Protection of Privacy Act.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized accredited institution in Education Administration, Public Administration, Business, or related field, plus three (3) years related experience in a post-secondary environment. Applicant must have excellent communication and analytical skills.

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.

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- 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 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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