



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-034

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:	Administrative Manager IV
Department:	Learning & Student Success
Pay Level & Step:	20/01-02
Annual Salary:	\$39,256.46 - \$40,630.43
Location:	As Terlaje Campus, Saipan
Opening Date: July 23, 2018	Closing Date: August 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:

The position is located in the Office of the Dean of Learning & Student Success (LSS) and is under the direct supervision of the Dean of Learning & Student Success. This position requires a thorough knowledge of the College's organizational structure, its policies and procedures, the functions of each division and department within the institution, the operation and personnel needs of each department

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within the Division, accounting, and financial reporting and record-keeping procedures, and the ability to provide direction and advice to the support staff of the division's departments.

The incumbent is expected to perform with minimal supervision a broad range of administrative/secretarial work assigned by the Dean, including but not necessarily limited to the following:

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Assists the Dean of Learning & Student Success by coordinating office services with other sectors of the College.
- Receives academic department course offerings for fall, spring, and summer and compiles into a master class schedule and provides periodic updates to appropriate offices.
- Maintains master schedule of instructional facilities (Saipan campus) and their use throughout the year; coordinates departmental requests for short-term use of facilities.
- Types miscellaneous correspondence, forms, reports, and other documents as required and requested.
- Coordinates preparation and submission of all personnel documents for division's personnel.
- Helps coordinate, train, and supervise work study students assigned to the division.
- Shows commitment to work in an environment committed to Total Quality Improvement (TQI).
- Makes copies of correspondence and other printed matter and assembles for distribution or processing; maintains office files.
- Confers with the Dean on appointments, meetings, special events, and other scheduled activities and provides necessary assistance.
- Receives visitors, coordinates the appointment calendar, and communicates with College employees and the general public regarding the scheduling of meetings and appointments.
- Operates a personal computer using a variety of software packages (including MS Word and Excel) for word processing, record keeping, and tracking information.
- Oversees all purchase orders, check requests, and other financial documents for the Dean's Office; maintains storage of office supplies and other budgeted materials; records and tracks all documents' expenditures against departmental support staff in the event of deficit; serves as a liaison between LSS departments, and the Finance and Budget Offices.
- Gathers documentation, formats, and processes travel authorizations (TAs) for the Dean of Learning & Student Success; calculates, finalizes, and submits travel documents to close TAs.
- Participates in staff professional development activities available at the College;
- Participates in divisional and/or institutional committee work and other college-wide activities.
- Maintains a good working relationship with division personnel and other College employees.
- Provides effective phone etiquette and customer service skills.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized accredited institution plus four (4) years of secretarial/office management experience.

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.

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- 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 Division 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 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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