



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 ReANNOUNCEMENT V
(Amendment II)
Announcement No. 17-006

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 I-III (Communications Manager)
Department:	CREES
Pay Level & Step:	18, 20, 22/Steps 01-02
Annual Salary:	\$35,674.68 - \$44,709.77
Location:	As Terlaje Campus
Opening Date: November 11, 2019 Closing Date: 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 primary tasks and responsibilities of the Communications Specialist position are to conceptualize and execute compelling, creative and scholarly communication solutions from concept to final publication or production that align with the Northern Marianas College and NMC-Cooperative Research, Extension, and

Vacancy Announcement 17-006

Education Service (CREES) marketing strategies and objectives. This position requires higher-level executive, faculty and client interaction skills and involves working in a collaborative environment with Extension and research faculty, college communications professionals, and administrators. A high level of production experience and proficiency in translating ideas, concepts, and qualitative and quantitative data into publications and presentations that advances NMC-CREES. The successful candidate must be able to manage multiple projects and revisions while working within established schedules and deadlines, stay current with emerging technologies and tools and adhere to graphic standards, brand guidelines and best practices in higher education communications. Verbal and written communication skills are important. A strong understanding of visual communications strategies and scientific writing and how to apply them in academic and general public sectors. This position will be housed at NMC CREES and will report directly to the Dean or his/her designee.

Duties and Responsibilities:

- Manages CREES communications internally and externally;
- Prepares annual USDA reports;
- Communicates with appropriate parties to announce new initiatives and discuss organizational changes;
- Coordinates with college and NMC-CREES faculty and staff and other creative groups in the development of effective marketing and communications materials, including: Production and design direction for executive communications, directs communication and branding strategies for the CREES while assisting in quality control of materials, including the brand and style guide;
- Work with College and CREES personnel to create stories and respond to media inquiries related to the four keys programming areas of NMC-CREES;
- Find creative ways to translate CREES programming analyses into compelling storylines, including through multimedia online content, such as videos, photos, and infographics;
- Creates, develops, and implements a strategic marketing and communications plan for NMC-CREES;
- Communicates NMC-CREES priorities and impacts for constituents, both internal and external, such as employees, elected officials, and community stakeholders.
- Serves as a member of the NMC-CREES faculty to ensure coordinated and comprehensive communications and marketing of research and extension programming;
- Develop and oversees division website content, maintenance, and social media strategy;
- Facilitates key agency events originating from the Dean/Director's office to communicate agency effectiveness.
- Will work with various media outlets and key stakeholders to communicate CREES programs.
- Provides effective phone etiquette and customer service skills.
- Participates in Program Review and Outcomes Assessment (PROA) activities;
- Perform other duties as assigned.

Minimum Qualifications:

- Program Manager I: A Bachelor's degree from a U.S.-accredited institution in the field of Communications, Journalism, or related field.
- Program Manager II: A Bachelor's degree from a U.S.-accredited institution in the field of Communications, Journalism, or related field plus a minimum of four (4) years of experience in communications or related field.
- Program Manager III: A Bachelor's degree from a U.S.-accredited institution in the field of Communications, Journalism, or related field plus a minimum of six (6) years of experience in communications or related field OR a Master's degree from a U.S. accredited institution in the field of Communications, Journalism, or related field plus a minimum of two (2) years of experience in communications or related field

Vacancy Announcement 17-006

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 (PROA).
- Articulate, versatile, highly-skilled writer with professional writing experience (professional writing samples required);
- Experience working with reporters or members of the media (and established media contacts) preferred;
- Website design;
- Knowledge of food, agriculture, nutrition, family, community development, youth development and/or broader environmental issues preferred;
- Experienced in working with professional media outlets;
- Understanding of social media and how to use it to impact audiences;
- Strong visual communication skills, including skillful use of Final Cut Pro X, Power Point, Adobe Photoshop, Adobe Premier and/or similar software;
- Strong oral communication skills;
- Strong writing skills;
- Demonstrated ability to work effectively in a fast-paced office environment, both independently and as part of a team;
- Excellent inter-personal communication skills, including the ability to encourage collaboration with other programs, international offices, and partners;
- Highly motivated, proactive work style and excellent organizational skills;
- Ability to think creatively and collaboratively about all elements of communications work;
- Adaptable to rapidly changing priorities and able to manage multiple deadlines and deliver high quality work products.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, PowerPoint, and Access software applications;
- Able to communicate effectively with students, staff, faculty, and other college stakeholders;
- Capable of handling multiple tasks while maintaining composure under stressful conditions;
- Completes tasks accurately and timely;
- Takes initiative and works both independently and cooperatively;
- Must be able to present information in clear and professional manner;
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the CREES Department, Office of Institutional Advancement, 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.

Vacancy Announcement 17-006

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.

Vacancy Announcement 17-006

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