



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

**Announcement No. 19-025**  
**(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.

Northern Marianas College (NMC) is committed to ensuring that all persons have equal access to its programs, opportunities, and information resources, including those on its institutional website in accordance to the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

<b>POSITION TITLE:</b>	<b>Program Manager II (UCEDD)</b>
<b>Department:</b>	<b>University Center for Excellence in Developmental Disabilities (UCEDD)</b>
<b>Pay Level &amp; Step:</b>	<b>20/01 – 20/02</b>
<b>Annual Salary:</b>	<b>\$39,256.46 - \$40,630.43</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>

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*Revised 02/02/2018*

Opening Date: January 27, 2020 Closing Date: February 06, 2020 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 position is a program manager for the University Center for Excellence in Developmental Disabilities (UCEDD). The incumbent in this position is responsible for assisting the UCEDD Director in implementing the four core functions: (1) Pre-Service and In-Service Interdisciplinary Studies, (2) Technical Assistance and Community Services, (3) Research, and (4) Information Dissemination of the UCEDD program. The incumbent in this position reports directly to the Director of the UCEDD program. The UCEDD falls under the Office of the Vice-President of the Office of Learning and Student Success.

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- In collaboration and consultation with the public and private schools, disability and rehabilitation related partners in the community, monitors and collects data about the program and curriculum in interdisciplinary studies, special education, and other related courses for training and/or certificate program.
- Assists UCEDD Director during events and meetings.
- Collects data on the highlights or benefits gained from in UCEDD events, conferences, meetings, and training to other Program staff and the Program Advisory Council.
- Assists the Consumer Advisor Committee (CAC) to plan, evaluate the annual UCEDD Work Plan.
- Implements and updates UCEDD annual goals, objectives, and activities, as necessary.
- Assists the UCEDD Director in coordinating annual needs assessment process with the DD Network (TRI Agency) partners and other disability partners in order to determine priority needs of individuals with developmental disabilities and their families.
- Assists with dissemination of DD information on the most current research findings and best practices relating to developmental disabilities, etiology, new product development (medication and assistive technology), rehabilitation and treatment, etc.
- Gathers and maintains data on UCEDD grant and compliance with federal guidelines and grant conditions for both programmatic and fiscal requirements.
- Supports research and other studies as listed in the UCEDD Work Plan.
- Coordinates training activities as identified in the UCEDD Work Plan.
- Identifies funding opportunities and prepares applications to leverage additional funding for developmental disabilities program.
- Monitors and accounts for all UCEDD purchased equipment, supplies, and program resource materials purchased for educational and administrative purpose.
- Identifies staff training needs and develops a comprehensive professional development plan.
- Provides effective phone etiquette and customer service skills.
- Performs other related duties as assigned.

**Minimum Qualifications:**

Bachelor's Degree in Special Education or related discipline, and four (4) years of experience working with individuals with developmental disabilities' OR Bachelor's degree in Special Education or related discipline with two (2) years of experience with developmental disabilities, plus two (2) years of experience in grants management or related field.

*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.*

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### **Knowledge, Skills, and Abilities**

- Must have experience in administration and fiscal management
- Familiarized with the work and purpose of the DD network (Tri Agency) partners;
- Must have strong computer background including, but not limited to, word processing, spreadsheets, database, and forms software applications (i.e., Microsoft Word, Excel, PowerPoint, and Access; Adobe Acrobat.
- Must have proficiency in web-based productivity applications including, but not limited to, Google applications (i.e., Drive, Forms, Calendar)
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrates strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritizes 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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Division of Learning & Student Success (LSS) 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. Must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed materials.

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 **Non-Exempt** under the Fair Labor Standards Act (FLSA) and is "Covered": Is 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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