



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 20-016

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.

POSITION TITLE:	Grants Specialist (EAI)
Department:	Office of Administration & Advancement
Pay Level & Step:	22/01-02
Annual Salary:	\$43,197.84 - \$44,709.77
Location:	As Terlaje Campus, Saipan
Opening Date: January 12, 2021	Closing Date: January 21, 2021 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.

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Revised 02/02/2018

Nature of the Position:

This is a staff position that reports directly to the Vice President for the Office of Administration & Advancement with additional supervisory support from the Grants Coordinator. This position performs a wide range of key functions necessary to federal grant management and administration. This position holds responsibility for fulfilling funding needs of the Northern Marianas College through collaboration with faculty and staff, project consultants, contractors, to ensure the Emergency Assistance to Institutions of Higher Education (EAI) grant deliverables are achieved and reporting is completed effectively to the U.S.-DOE Office of Postsecondary Education.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Monitor program budgets and expenditure and coordinate with Grants Coordinator and ensure effective program activities;
- Assists CIP Director, Facilities Director, and all responsible departments in ensuring effective and efficient administering of grant-funded projects and activities;
- Maintain records of all payments, manage all change requests, perform research on all grant issues, and prepare monthly records for all grant related activities;
- Administer grant records and evaluate financial reports to analyze all annual progress and perform review on grant expenditure;
- Evaluate all research and monitor all results in coordination with NMC departments
- Collaborate with staff, leadership, and board members, prepare internal reports;
- Manages a grant by determining funding needs, researching, analyzing, compiling and presenting complex data from a variety of sources in order to communicate and reinforce difficult concepts and to communicate large amounts of quantifiable data for a grant;
- Data is presented in a variety of formats such as graphs, maps, charts, illustrations, tables, diagrams, flow charts, plain text and other formats as needed;
- Prepares a complex grant budget in a variety of formats. Develops, implements and maintains the budget spreadsheet template and budget narrative template for use.
- Reviews budget and personnel policies; federal, state and local laws and regulations; and funding agency policies to determine how they relate to budgeting for the specific grant;
- Maintains the necessary records, files, reports, databases and resource material pertinent to the grant's activities to ensure effective Grants Office operation and compliance with federal, state and local regulations.
- Performs a variety of administrative support activities to ensure the Grants Office financial, personnel, and reporting requirements are met in a timely manner.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or four years of college level course work in Business, Communications, English, journalism, Criminal Justice, or related areas.
- Four years of related experience preferably in the area of grants and contracts development/management, fundraising or public affairs.
- Demonstrated success in grant acquisition, management, and fulfilling deliverables.

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 be proficient using spreadsheet, word processing, database and presentation software and must have experience integrating software applications to produce complex documents.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Communicate effectively both orally and in writing and establish and maintain effective working relationships.
- 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.
- Must have the ability to learn and apply knowledge of all pertinent federal, state and local regulations.
- Excellent project management skills.
- Excellent interpersonal skills and ability to work both independently and in a team environment.
- Evidence of commitment to collaboration and transparency and evidence of effective collaboration with external stakeholders.
- Provides effective phone etiquette and customer service skills.

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 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.

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