



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 20-021

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:	Administrative Assistant III
Department:	Information Technology
Pay Level & Step:	09/01-02
Annual Salary:	\$23,194.27 - \$24,006.07
Location:	As Terlaje Campus, Saipan
Opening Date: October 29, 2020	Closing Date: November 09, 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.

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Revised 02/02/2018

Nature of the Position:

Under the direct supervision of the Director, Information Technology (IT), the incumbent will provide administrative support for the Information Technology Department.

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities
- Assist the Director, IT by coordinating office services with other sectors of the College;
- Prepares miscellaneous correspondence, forms, reports, and other documents as required and requested by the Director, IT;
- Serves on various department committees; prepares agendas, takes and compose minutes;
- Makes copies of and assembles department correspondence and other printed matter for distribution or processing;
- Maintains office files and department documents;
- Confers with the Director, IT and department personnel on appointments, meetings, special events, and other scheduled activities, and provides necessary assistance;
- Responds to routine moderately complex questions concerning IT or College policies, processes, or procedures;
- Schedules meetings and appointments for the department and maintains the department calendar;
- Creates databases, spreadsheets, etc. using a variety of software packages and web applications (including MS Word, and Excel) for word processing, record keeping, and tracking of information;
- Audits and edits all purchase orders, check requests, and other financial documents for the department;
- Monitors and maintains the department budget, records and tracks all department expenditures against the department budget, and advises or recommends to the Director, IT and departmental personnel of budget projections and revisions;
- Serves as interdepartmental liaison to plan and facilitate support activities of the IT Department;
- Maintains all inventory documentation for the department;
- Completes, calculates, finalizes, and submits department travel authorizations;
- Coordinates, prepares and submits personnel documents to the appropriate College departments/divisions for payroll or human resource processing;
- Assists coordinating, training, and supervising student workers assigned to the division;
- Purchases office supplies and other budgeted materials for the Director, IT and department personnel;
- Participates in staff professional development activities;
- 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;
- Adheres to College policies and procedures;
- Perform other duties as assigned.

Minimum Qualifications:

Associate's degree from a U.S. Department of Education recognized and accredited institution plus two (2) 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

- Demonstrate effective phone etiquette and customer service skills.
- 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, faculties, 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 tasks accurately and timely.

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- Takes initiative and works both independently and cooperatively.
- Provides effective phone etiquette and customer service skills.
- 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 Information Technology Office and NMC.
- 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 under the Fair Labor Standards Act (FLSA) and is “Non-Exempt”: 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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