



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-018

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:	Instructor- Associate Professor, Business (Computer Applications)
Department:	School of Business
Pay Level & Step:	27/step 01, 29-30/step 01
Annual Salary:	\$43,188.94 - \$50,040.31
Location:	As Terlaje Campus, Saipan
Opening Date: May 18, 2018	Closing Date: May 29, 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:

This position is located in the School of Business Department, within the Learning & Student Success division, reports to the Director, School of Business, and is charged with the responsibility of assisting the College to fulfill its educational mission by providing instruction in various Computer Applications, Computer Science, and/or General Business courses. Courses that may be taught include, but are not

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limited to Introduction to Computers (CS 103), Database Application I (CS140), Introduction to Web Site Design (CS 222), and Introduction to Programming (CS 227). Other Business courses that this position may be requested to teach include; Database Application II (CS 246). The position may also be tasked with developing new Computer courses based upon student and/or community demand for such.

The Department's primary focus is on excellence in teaching and student success. We recognize the value in working collaboratively in order to promote success in the classroom and professional growth. We are looking for faculty to join us in this pursuit. We are seeking a dynamic and dedicated instructor to join our team of full-time faculty members and adjunct instructors who has the will and ability to take the initiative and is enthusiastic about improving and enhancing academic performance. Our goal is to have a team of professionals who share a dedication to excellence and who are committed to welcoming and supporting all students. The position is expected to perform with minimal supervision a broad range of instructional and organizational work, including but not necessarily limited to the following:

Duties and Responsibilities:

- Participates in Program Review and Outcome Assessment (PROA) activities.
- Teach at least 30 credit hours per academic year (Fall and Spring semesters) in the areas of Computer Applications, Computer Science, and/or Business.
- Uses a variety of teaching methods designed to enhance student learning, reading and writing proficiency, interpretive abilities, and the development of critical thinking skills.
- Provides academic advising for Computer Applications and other Business majors and assists students in registration.
- Prepares and revises curriculum, course guides, and syllabi for courses taught.
- Reviews textbooks and other curricular materials for adoption, and recommended books to NMC Library to support courses.
- Develops, administers, evaluates, and scores tests and exams for courses taught.
- Assists students in supplementing classroom learning through practical internship and work-study programs.
- Evaluates students learning, records, submits course grades, and maintains records of student performance.
- Maintains office hours for consultation with students.
- Exhibits sensitivity of students' personal, cultural, and gender differences in a non-threatening learning environment.
- Participates in faculty meetings, workshops, conferences, and available professional development activities.
- Participates in departmental and/or institutional committee work and other college-wide activities.
- Participates in community activities for College representation, student recruitment, and other purposes of institutional advancement, as assigned.
- Assists the Director as requested, by conducting classroom observations of department faculty, both full-time and adjunct, and submit written reports of these observations to the Director for faculty evaluation purposes.
- Reviews the qualifications of adjunct faculty to teach courses within the employee's areas of expertise, and makes recommendations to the Director for certification of hiring.
- Assists the department in developing, revising, and implementing goals and objectives related to areas of expertise.
- Works cooperatively with other departments in implementing NMC's mission.
- Strives to continuously improve program quality, teaching effectiveness, and professional competence.
- Participates in ongoing departmental efforts to improve curriculum and the teaching-learning environment.
- Shows commitment to work in an environment committed to Total Quality Improvement (TQI).
- For purposes for evaluation, develops and maintains a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and community activities, and reflects continuous professional growth.
- Provides information and assistance to the Director in budget matters relating to the Computer Applications and Business degree programs.

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- Submits information on activities, accomplishments, and problems/concerns for monthly reports to the Director.
- Provides the Director with information for textbook orders.
- Maintains a good working relationship with department personnel and other College employees.
- Adheres to College policies and procedures.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

- **Instructor:**
 - Education:
 - Master's degree from a U.S. Department of Education recognized accredited institution in Computer Science or Information Technology **OR**
 - Master's degree AND 18 graduate credit hours in Computer Science or Information Technology.
 - Experience:
 - Two (2) years teaching experience at the Post-Secondary level.
- **Assistant Professor:**
 - Education:
 - Master's degree from a U.S. Department of Education recognized accredited institution in Computer Science or Information Technology **OR**
 - Master's degree AND 18 graduate credit hours in Computer Science or Information Technology.
 - Experience:
 - Five (5) to Six (6) years teaching experience at the Post-Secondary level.
- **Associate Professor:**
 - Education:
 - Doctorate Degree from a U.S. Department of Education recognized accredited institution in Computer Science or Information Technology
 - Experience:
 - Two (2) years teaching experience at the Post-Secondary Level.

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 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 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.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the School of Business Department, 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

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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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