



Northern Marianas Technical Institute

P.O. Box 504880 • Saipan, MP 96950 U.S.A.
Phone: (670) 235-6684

PROMOTIONAL & OPEN COMPETITIVE

VACANCY ANNOUNCEMENT NO. 23-007

(PLEASE POST PHYSICALLY)

It is the policy of the Northern Marianas Technical Institute 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 institute 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 NMTI determine such a position is no longer needed or able to be filled. NMTI is an Equal Opportunity Employer.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: CRAFT INSTRUCTOR (2 Positions: 1- Tinian; 1- Rota)

DEPARTMENT: Instruction

PAY LEVEL & STEP: UNGRADED

SALARY: (\$30 PER CONTACT HOUR) LIMITED TERMS

LOCATION: LOWER BASE, SAIPAN

OPENING DATE: September 12, 2023

CLOSING DATE: Until Filled

ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- 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 and assists students in registration.
- Prepares and revises curriculum, course guides, and syllabi for courses taught.
- Reviews textbooks and other curricular materials for course requirements.
- Develops, administers, evaluates, and scores tests and exams for courses taught.
- Maintains a minimum of two (2) office hours per term for students' consultation.
- Assists students in supplementing classroom learning through practical internship programs.
- Evaluates student 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.



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- Participates in departmental and/or institutional committee work and other institution wide activities.
- Participates in community activities for NMTI representation, student recruitment, and other purposes of institutional advancement, as assigned.
- Assists the department in developing, revising, and implementing goals and objectives related to areas of expertise.
- Strives to continuously improve program quality, teaching effectiveness, and professional competence.
- Submits information on activities, accomplishments, and problems/concerns for monthly reports.
- Maintains a good working relationship with department personnel and other NMTI employees.
- Attends staff training opportunities available at NMTI.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Position requires possession of a valid CNMI Driver's License; must have own transportation to and from job sites daily.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

MINIMUM QUALIFICATION REQUIREMENTS:

- Experience at a minimum journey or technician level in their area of expertise OR
- A minimum of three (3) years experience as a certified teacher in a vocational/technical construction or maintenance-related training program

PHYSICAL DEMANDS:

- Physical work is light in nature involving exertion of up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, or otherwise move objects.



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KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Awareness of and sensitivity to cultural issues and local community practices.
- Problem solving and analytical skills.
- Able to communicate effectively with students, staff, and stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Must be able to present information in a clear and professional manner.
- Provides effective phone etiquette and customer service skills.
- Must be familiar and have experience in using computer applications such as Microsoft Excel, Microsoft Word, e-mail, and internet.
- Excellent Office & Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Student Educational Records of the Northern Marianas Technical Institute.

APPLICATION REQUIREMENTS:

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS TO THE NMTI HUMAN RESOURCES OFFICE AT LOWER BASE, SAIPAN.

REQUIRED DOCUMENTS MUST BE ATTACHED TO APPLICATION FORMS: (1) COPY OF DIPLOMA/DEGREE, (2) TRANSCRIPTS, (3) POLICE CLEARANCE (FROM PLACE OF RESIDENCE FOR PAST SIX MONTHS), (4) VERIFICATION OF EMPLOYMENT LETTER, (5) RESUME, AND (6) TEACHING CERTIFICATE (IF APPLICABLE).

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE NMTI HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: UNG	Duty Station/Location: Tinian/Rota