



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2017-017
Open : 10/10/17
Close : Until Filled

Position : Air Condition & Refrigeration – Instructor
Salary : \$16,010 TO \$28,280 PER ANNUM (depending on qualifications and work experience)
Location : PCC Education and Training Department (Academic Affairs Division)

Summary of Description:

Palau Community College is seeking a qualified individual as an instructor to teach Air Condition & Refrigeration. As an Air Condition & Refrigeration instructor you will be providing students technical knowledge, skills, and proper work habits/attitudes necessary for employment in this field. The program prepares students to work and advance in their careers.

Examples of Duties consist of, but are not limited to:

- Teach a course load appropriate to field or discipline.
- Plan and organize instruction in ways that maximize student learning.
- Contribute to the selection and development of instructional materials in accordance with course objectives.
- Evaluate student performance.
- Maintain accurate records of student progress.
- Prepare, distribute, and submit syllabi and/or approved course outlines in accordance with program/department and academic procedures.
- Serve on college, divisional and program committees as assigned. Participate in meetings and events required by the college, division and program administrators.
- Develop, implement, and assess academic curriculum as required, including semester/yearly assessments and three year cycle program/departmental reviews.

Minimum Qualification/Requirements:

BA, MA or MS degree in discipline or related field from an accredited university/college. Teaching experience preferred. Must be proficient in listening, speaking and writing in English.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER