



VACANCY ANNOUNCEMENT Palau Community College

VA# : 2015-006
Open : 05/07/2015
Close : Until Filled

Position : Admissions Counselor
Salary : \$12,049 - \$20,607 (depending on qualifications and work experience)
Location : Student Services

The Admissions Counselor is responsible for planning and conducting the recruitment programs for the College and counseling students through their application process for admissions to study at Palau Community College.

Examples of Duties consist, but are not limited to:

- 1) Contributes to the growth of enrollments for College programs by assisting in the planning and development of recruitment campaigns, conducting recruitment for potential students, parents and the general public at locations throughout Palau.
- 2) Assists in the counseling process for students enrolling at the College by providing advice and explanations on the various credits, subject waivers and appropriate issues which will meet individual student needs and provides guidance on the preparation of forms and applications.
- 3) Contributes to the provision of a smooth and efficient admissions process by ensuring all pertinent documentation has been provided by the student(s).
- 4) Contributes to the effectiveness of College planning and decision making by the maintenance of accurate and complete records within his/her area of responsibility and producing timely reports and statistical data.
- 5) Assists the promotion and maintenance of a continuous improvement process for the College by careful and regular review of every activity in his/her area of responsibility and producing timely reports and statistical data.

Minimum Qualification/Requirements:

A Bachelor's Degree is preferred, but an Associate Degree plus two years experience in clerical/office capacity involving the maintenance of records or an equivalent combination of training and experience. Student financial aid experience is desirable. Essential personal qualities include excellent interpersonal skills and a capacity to relate well to people at all levels. Must be self motivated. Good working knowledge with Microsoft Office product. Excellent communication skills. Proficiency in reading and writing (English/Palauan preferred). Excellent customer service skills.

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 .

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