



VACANCY ANNOUNCEMENT
Palau Community College
Office of the President

VA# : 2017-010
Open : 08/14/2017
Close : Until Filled

Position : Dean of Continuing Education

Salary : \$18,730- \$28,833 PER ANNUM (depending on qualifications and work experience)

Location : Administration

PURPOSE :

This position is focused on two distinct purposes

1. To assess and respond to the needs for short term training courses in the community of Palau and to manage, control, and facilitate the effective development, presentation and evaluation of effectiveness of courses to meet these needs within a cost structure which contributes revenue to the college.
2. To provide leadership, management and administrative control of the Adult High School and Education Talent Search Program activities of the college.

Examples of Duties consist, but are not limited to:

1. Contributes to the provision of high quality non credit program courses for the Palauan community by ensuring that consumer needs are well researched, courses are professionally articulated, relevant and continually revised to anticipate and meet the community and college expectations.
2. Contributes to achievement of excellence in the quality of instruction for non credit by initiating and recommending the recruitment of well qualified, enthusiastic, professional part-time staff and by conducting regular performance evaluations.
3. Provides for the ongoing viability of the Continuing Education programs by ensuring that aggressive promotion, marketing and participant recruitment is carried out and that efficient, accurate costings are made for each course and income parameters for the Program activities are met or exceeded.
4. Maintains a high level of morale, job satisfaction and performance output by providing consistent positive leadership and encouragement for staff under his/her control; ensuring they have clearly defined achievable objectives and they receive appropriate personal development, recognition, rewards and promotional opportunities.
5. Contributes to the provision of an environment conducive to the teaching and learning process by ensuring that all resources, facilities, technical support and instructional activities provided by the learning resource section are sustained and function at levels which will consistently support and enhance the academic excellence of the college.
Contributes to the effectiveness of Continuing Education Division planning and decision making process by timely provision of activity reports and by taking every opportunity to recommend improvements to systems and procedures, program instruction, staffing and facilities.
6. Contributes to the protection of college assets by implementing a system of checks and controls on expenditure of budgets for his/her area of responsibility and ensuring that department equipment, materials and facilities are adequately secured while unattended.

7. 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 by recommending changes to policies, procedures, methods etc., which will enhance overall performance and customer service.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

Preferable qualification is a Masters Degree in Education or related field (but may be Bachelors Degree) plus minimum of five years demonstrated successful experience in educational management supervisory positions, or the equivalent combination of training and experience. Previous teaching experience in high school or higher education together with curriculum development and program supervision is highly desirable. Excellent oral and written communication skills are required. Must be capable of effecting a positive influence on outcomes by a strong and consistent leadership. Must understand and exhibit sound business acumen.

General information:

Application forms may be obtained from the Human Resources Office or at the college website:

<http://pcc.palau.edu/about/jobs/>. 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