VACANCY ANNOUNCEMENT
Palau Community College
Educational Talent Search Office

VA# : 2014-010
Open : 08/11/14
Close : Until Filled

Position : Twenty (20 part-time tutors)
Salary : $400.00 to $1,200.00 annually depending upon qualifications (School Year 2014-2015)
Location : Educational Talent Search Office (Federally Funded Program)

Examples of Duties:

- Evaluate students’ progress to ensure that each student is succeeding in his/her academic classes.
- Provide tutorial/counseling assistance to each participant in different areas of expertise.
- Keep records of students’ progress and or problems.
- Keep track of tutoring/counseling records.
- Participate in all students’ sessions, field trips, and other extracurricular activities.
- Submit evaluation/recommendation reports at the end of year.
- Perform other related duties as assigned by the Project Director or Supervisor
- Meet with assistant director regarding any tutoring needs & problems

Minimum Qualification Requirements:
Bachelor’s Degree or an AA /AS Degree preferred. Teaching experience a plus. PCC sophomore’s majoring in Education or Liberal Studies with a grade point average of 2.5 or better may apply. Previous tutoring experience is preferred, but not required.

General Information:
Application forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see or email us at hr@palau.edu.

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