



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2017-020
Open : 11/1/17
Close : Until Filled

Position : Social Science/Humanities- 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:

Responsible for teaching courses in accordance with the approved course outlines and developing curriculum for his/her respective division; maintain accurate attendance and counseling and advising students as needed; submitting required reports; serving on College committees as needed; enforcing College policies and performing other duties as assigned

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.

Minimum Qualification/Requirements:

BS degree in Social Science or related field from an accredited university/college. Minimum of 5 yrs. work experience in public health administration or program management. Minimum of 3 yrs. Teaching experience or 5 yrs. work experience in subject to be taught. 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