



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2017-014
Open : 8/28/2017
Close : Until Filled

Position : Instructor – Tourism & Hospitality

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 for the School of Tourism & Hospitality (T & H). As an instructor you will be providing and teaching course materials related to food, nutrition, hospitality, tourism, and management in the T & H field. You will be teaching and evaluating student performance, maintaining accurate student records, and helping to evaluate departmental course learning outcomes.

Examples of Duties consist, but are not limited to:

1. Teach courses on a wide variety of subjects within Tourism & Hospitality, such as culinary arts (planning, preparation, production, and service) hospitality management, and food & beverage service management.
2. Develop course curriculum and ensuring that they meet college and departmental standards.
3. Plan lessons and assignments.
4. Assess student progress through assignments and tests.
5. Keep up to date with changes and innovations in the field.
6. Supervise and coordinate student programs and activities.
7. Develop recipes and presentations.
8. Monitor sanitation – check freshness of foods and ingredients, inspect all supplies, equipments, work area and grounds for cleanliness and functionality.
9. Order and maintain inventory of all food and supplies.
10. Provide student critiques, advice and guidance on industry standards.
11. Provide student basic advice on field of expertise.
12. Network with private companies outside of PCC to help place graduates with field related work.

Minimum Qualification/Requirements:

Bachelors or AS degree in Tourism & Hospitality or related field. Five (5) years experience in the preparation of foods used in a culinary and/or hospitality environment. Demonstrated instructional or work experience in hospitality, restaurant, culinary, or tourism management preferred. All appropriate licenses for food & beverage (F&B) required. Must maintain a well groomed appearance. Must possess strong communication skills (writing/speaking English). Additional language skill desirable. Proficiency in speaking Palauan preferred, but not required.

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