



VACANCY ANNOUNCEMENT
Palau Community College
Student Life

VA#: 2016 - 01
Open: 1/4/2016
Close: Until Filled

Position: Academic Advisor/Counselor

Salary : \$12,653.00 to \$19,479.00 per annum (depending on qualifications)

Location: Student Life Office

Examples of Duties:

Under the supervision of Director of Student Life, specific duties include, but are not limited to:

1. This position requires Academic Advisor/Counselor to perform his/her duties with tact, diplomacy and absolute confidentiality.
2. The Academic Advisor/Counselor will meet with individual student to develop a rapport and gain trust and comfort of student in order to best advise and assist students in the completion of his/her education. She/he will meet and counsel individual students who are on academic/financial aid probation in providing needed services to improve in their academic progress.
3. Academic Advisor/Counselor will take part in the College New Student Orientation, Academic Advising and Registration, teaching Introduction to College (SS100), Conducting Academic Probation Session to PCC Dorm Residents, and other programs and activities of Student Life geared toward students' success.
4. The Academic Advisor/Counselor works very closely and maintains good communication with the College instructors in tracking students and their progress. She/he will assist student in locating support services available to best assist the student and serve hi/her needs.
5. Other duties and responsibilities assigned by supervisor.

Minimum Qualification Requirements:

Preferably a Master's degree in college student personnel counseling, career guidance, education or related field or Bachelor's degree in psychology, sociology or related field; excellent written and communication skills; experiences in working with students individually or in group settings.

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