



**VACANCY ANNOUNCEMENT
Palau Community College**

VA# : 2019-013
Open : 11/25/2019
Close : Until Filled

Position : Data Service Technician
Salary : \$9,267.00 - \$16,457.00 (depending on qualifications and work experience)
Location : Institutional Research & Evaluation/Accreditation

Examples of Duties consist, but are not limited to:

1. Design and format scannable surveys and evaluations.
2. Administer institutional questionnaires to first time students, graduating students, Instructor Evaluations, Institutional Effectiveness Surveys for Students, Institutional Effectiveness Surveys for Employees, and other College surveys and evaluations.
3. Generate and produce evaluation reports.
4. Prepares and maintains records and files for reporting purposes; support requests for College data and information in variety of formats.
5. Assists in maintaining Institutional Effectiveness web page on the College website; help ensure all data is up-to-date and correct.
6. Assist the College Institutional Researcher and Accreditation Liaison Officer.
7. Perform other related duties and responsibilities as assigned.

Minimum Qualification/Requirements:

- An associate degree in Information Technology or related field.
- Work experience is not required, IREO will provide needed trainings.
- Must be able to keep confidential information within IREO as the office handles raw data including students and employee information.

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 .

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