



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2020 - 002
Open : 02/25/2020
Close : Until Filled

Position : Director of Research and Development Station
Salary : \$18,730 - \$33,262 (depending on qualifications and work experience)
Location : PCC Cooperative Research Extension (CRE)

Examples of Duties consist, but are not limited to:

1. Work with researchers to schedule work/activities.
2. Supervise Research Assistants/Extension Agents/Field Assistants.
3. Insure that the R & D Stating is properly maintained (building, grounds, equipment, etc.).
4. Develop and maintain a planned work schedule.
5. Prepare and submit monthly progress reports.
6. Evaluate and recommend training opportunities for staff.
7. Flexibility to work on nights and weekends depending on client(s) needs.
8. Perform related duties as assigned.

Minimum Qualification/Requirements:

MA/MS or BA/BS degree from an accredited college/university in Management Services, Public Administration, Business or Related Field.

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