



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Upward Bound Program Office**

**VA# : 2020-017**  
**Open : 9/9/2020**  
**Close : Until Filled**

**Position** : Academic Coordinator/Advisor

**Salary** : \$23,856.00 to \$25,000.00

**Location** : Palau Community College  
**UPWARD BOUND PROGRAM**  
Post Office Box 857 \*Koror, PW 96940  
Phone: (680) 488-2962 \*Fax: (680) 488-3405

**Examples of Duties:**

The Academic Coordinator/Advisor will have dual responsibility in the program which include, but not limited to the following: planning and coordination of all academic and extracurricular activities for the project; monitor students progress at their high school and UB activities; work closely with target school personnel; serves as liaison between UB and target schools; assist with the academic advisement at the secondary and college levels, guide students through the college selection and admissions process and help students and parents navigate the financial aid process. Performs other related duties as required.

**Minimum Qualification Requirements:**

Applicant for the position must have a bachelor's degree in education or related fields; at least three years experience in TRIO programs, specifically Upward Bound.

**General Information:**

Application forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, police clearance, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see or email us at [hr@palau.edu](mailto:hr@palau.edu).