



## VACANCY ANNOUNCEMENT

VA# : 2020-019  
Open : 10/12/20  
Close : Until Filled

**Position** : Career/Transfer Counselor

**Salary** : \$17,317 to \$22,000 per annum  
(Depending on Qualifications)

**Location** : Student Service – Learning Resource Center  
Asian American and Native American Pacific Islander – Serving Institutions Program  
(AANAPISI GRANT)

### **Description of Duties:**

- Provide career guidance and counseling
- Provide transfer guidance and assistance to a 4 year institution
- Conduct career and transfer related activities
- Assist in identifying, training and supervising peer counselors
- Assist in program planning and evaluations
- Perform other duties as assigned

### **Minimum Qualification Requirements:**

- MA or BA/BS in Counseling and Guidance and/or related field
- At least two years' experience in vocational and/or career guidance preferably in cross cultural situations, and/or teaching experience in secondary or post-secondary setting.
- Member of groups traditionally been underrepresented based on race, color, national origin, gender, age or disability.

### **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, 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).