



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2020-003
Open : 2/25/2020
Close : Until Filled

Position : Extension Agent (EFNEP Program)

Salary : \$11,010 to \$19552
(Depending on qualifications and work experience)

Location : PCC Cooperative Research & Extension Office (CRE)

Examples of Duties consist, but are not limited to:

1. Work closely with Researchers, Extension Specialist and other agents on planning and setting up extension projects.
2. Identify, develop and utilize educational methods, materials and techniques to promote science education, internships, 4-H programs and other related educational activities.
3. Assist Researchers and Extension Specialist in collecting, recording, summarizing and interpreting agriculture and aquaculture data for reporting to local farmers and other stakeholders.
4. Assist in creating, revising and distributing CRE publications, brochures, presentations, leaflets and displays.
5. Work with other extension agents to plan, develop, implement, evaluate and report on family resource management, consumer science, nutrition and youth extension programs.
6. Work cooperatively with CRE staff in building teamwork spirit among the staff.
7. Work cooperatively with CRE staff to produce the quality of work that contributes to the achievement of the CRE and PCC mission statements.
8. Work cooperatively with the Vice President, Researchers and Extension Specialist and other agents to demonstrate a commitment to complete all assigned tasks in a correct and timely manner.
9. Establish, strengthen and maintain links between PCC-CRE and collaborating individuals and agencies the private and government sectors to promote PCC-CRE programs.
10. Work on weekends, holidays, evenings and early morning as projects require.
11. Abide by the applicable USDA and PCC policies, rules and regulations.
12. Perform other related duties as assigned by the Supervisor or VP-CRE or his designee.

Minimum Qualification/Requirements:

AA/AS degree from an accredited college/university or related field experience.

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