



VACANCY ANNOUNCEMENT

VA#: 2020-024
Open: 11/23/2020
Close: Until Filled

Position: Dean of Students

Salary : \$18,730.00 to \$33,262.00 per annum
(Depending on qualifications)

Location: Student Services Office

Examples of Duties:

- Under the direct supervision of the President, the Dean of Students is responsible for overall supervision of the Student Services Division, which includes the areas of guidance and counseling, residential living, recreation, admissions and financial aid, registrar and students organization.
- Such duties and responsibilities include assisting in the planning of Student Services Programs, implementation of programs and evaluating their effectiveness.
- Serves as a liaison between students and other PCC divisions in areas of student concerns; responsible for maintaining an efficient student record keeping and registration system.
- Responsible for handling all disciplinary problems as referred by dormitory manager and instructional staff. Assist students in their educational planning by providing individual and group counseling opportunities. Oversees the operation of all students related activities, such as mail, ASPCC, students clubs and organizations. Serve as member, or chair in College committees and perform other duties as may be assigned by the President.

Minimum Qualification Requirements:

Earned Master's degree or higher from an accredited higher education institution in psychology, guidance and counseling, school administration and/or a related field plus at least three years of work experience with students.

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: 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 or come in and see us.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER