



## VACANCY ANNOUNCEMENT Palau Community College

VA# : 2020-026  
Open : 11/23/2020  
Close : Until Filled

**Position** : Director, Student Life  
**Salary** : \$16,010 - \$28,431 (depending on qualifications and work experience)  
**Location** : Student Life Office

The Director of Student Life and Housing provide leadership, supervision and management of facilities and resources required to satisfy accommodation and recreational activities for students of the College. She/he also assists in their orientation, development and academic success through professional guidance and counselling.

### **Examples of Duties consist, but are not limited to:**

1. Assure and maintain harmonious and pleasant accommodation recognizing the cultural differences in off island students and the distractions, pressures and stress of living away from home which need to be minimized if meaningful learning is to occur.
2. The incumbent through his/her Dormitory managers will be aware of student concerns and matters of misconduct and will ensure that corrective action is affected. Where a serious breach of dormitory rules and policies has occurred the Director will investigate, and where appropriate, may recommend suspension or dismissal of the offenders to the Dean of Students.
3. During orientation and regularly thereafter the incumbent will ensure that students are briefed and clearly understand their obligations and responsibilities while accommodated on campus. He/she will insist on a tight control in the maintenance of a clean, tidy and safe living environment by the Dormitory Managers/Resident Assistant and will institute a system of regular dormitory checks in addition to normal supervision including weekend and night observations, Any repairs or maintenance required in the dormitory areas will be requested with appropriate priority attached to health/hygiene situations
4. Coordination of leisure time activities is also the responsibility of the incumbent with encouragement and involvement in cultural or hobby based activities to provide a balance of lifestyle, stimulate new interests and engender positive, healthy, social and recreational development.

### **Minimum Qualification/Requirements:**

A Bachelor's Degree is preferred, but an Associate Degree plus two years experience in clerical/office capacity involving the maintenance of records or an equivalent combination of training and experience. Student financial aid experience is desirable. Essential personal qualities include excellent interpersonal skills and a capacity to relate well to people at all levels. Must be self motivated. Good working knowledge with Microsoft Office product. Excellent communication skills. Proficiency in reading and writing (English/Palauan preferred). Excellent customer service skills.

### **General information:**

Application forms may be obtained from the Human Resources Office or at the college website: [www.palau.edu](http://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](mailto:hr@palau.edu) .