



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Talent Search Program**

VA # : 2020-023  
Open: 10/21/2020  
Close : Until Filled

**Position** : Academic Advisor/Counselor  
**Salary** : \$17,000.00 - \$20,000.00 (annually, depending upon qualifications)  
**Location** : PCC Talent Search Office (Federally-funded program)

**Examples of Duties:**

- Conduct new participant selection and assessment of need.
- Assist participants in the development of IEPs, which include assessing, planning, and monitoring progress on their short- and long-term goals.
- Ensure effective provision of tutoring, mentoring, and services delivery to participants.
- Provide basic counseling to at risk students.
- Travel to target schools/regions to provide services to participants.
- Maintain accurate participant files including accounting of services and activities provided, and participants' performance.
- Provide services to participants in personal growth workshops and skill building; study skills workshops and tutoring; career, academic, educational and personal counseling, and other program services.
- Establish and maintain positive relationships with target school personnel, participants' parents/guardians, and pertinent community service providers for the purposes of accepting referrals and monitoring participant evaluation.
- Collect data regularly on participant performance and progress; evaluate participants' progress, and provide needed services.
- Conduct Orientation Workshops for new participants and parents.
- Maintain participants' files according to proposed guidelines.
- Assist participants explore career fields, set career goals, and choose a post-secondary institution.
- Participate in staff development and in-service meetings, workshops, and trainings.
- Perform other duties as required to achieve program goals and objectives, and other related duties as assigned by supervisor.
- Be familiar with and adhere to PCC's policies and procedures.

**Minimum Qualification Requirements:**

Bachelor's Degree in education, guidance and counseling, social work, psychology, or counseling; Master's Degree preferred. At least one year work with disadvantaged students in a TRIO or similar program preferred; experience working with students as teacher, counselor, or advisor; ability to understand and manage a participant caseload; skills in human relations, knowledge in career counseling, educational opportunities, and financial aid. Must work well with students and parents, school personnel, and work cooperatively with co-workers. Must be proficient in speaking and writing in English. Proficiency in speaking Palauan preferred, but not required.

**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) .

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**