



## VACANCY ANNOUNCEMENT Palau Community College

VA# : 2021-002  
Open : 02/01/2021  
Close : Until Filled

**Position:** Federal Work-Study Coordinator

**Salary :** PL-8/1 TO 8/30 @ \$14,259 TO \$25,321 PER ANNUM (Depending on qualifications)

**Location:** Student Service - Office of Financial Aid

### **Description of Duties and Responsibilities:**

Under the supervision of the Director of Financial Aid, the Work Study Coordinator is responsible for coordinating and implementing the Federal Work-Study (FWS) Program in compliance with the Federal rules regulations. The specific duties and responsibilities are outlined below:

1. Solicit FWS part-time jobs on and off campus for students who are awarded federal work-study funds.
2. Conduct annual/semester FWS Orientation with potential FWS supervisors on-campus regarding supervisors` and students` responsibilities and provide them with program requirements and distribute position vacancy announcement forms.
3. Identify potential off-campus supervisors to promote and solicit potential job vacancies.
4. Work with interested FWS supervisors to develop job descriptions, advertise and post them for students and faculty.
5. Interviews and refers students to potential FWS Supervisor for job interviews and placements.
6. Visit the job site/location to validate FWS students` performance based on job descriptions.
7. Identify on and off-campus speakers to speak with FWS supervisors and students regarding employability skills and employers` expectations common to all jobs.
8. Execute FWS contract agreement with potential FWS supervisors from off campus which requires them to pay for the required matching share.
9. Collect bi-weekly timesheets from FWS supervisors and prepare and submit FWS payroll to the business office.
10. Monitors work-study hours to ensure students do not exceed the allotted funds awarded.
11. Evaluate both FWS supervisors and students at the end of each semester to ensure they are in compliance with the program requirements.
12. Provide corrective measures to FWS supervisors and students who failed to follow the program requirements.
13. Provide various statistical reports for the FWS program.
14. Perform other duties as assigned by the Director of Financial Aid.
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### **Minimum Position Requirement:**

A Bachelor Degree is preferred but maybe an Associate Degree plus at least one (2) years experience related to the duties and responsibilities specified above and has ability to implement the program with little supervision.

### **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).