



VACANCY ANNOUNCEMENT
Palau Community College
Upward Bound Program Office

VA# : 2021-007
Open : 07/26/2021
Close : Until Filled

Position : Academic Counselor/Advisor

Salary : \$19,000.00

Location : PCC – Upward Bound Program Office

Duties:

Academic Counselor/Advisor will coordinate all guidance counseling services for Upward Bound students. Responsibilities include but not limited to increasing high school and college retention and graduation rates of the participants and facilitate the process of transition from high school to college through academic and financial aid advising, counseling, career, and workshops. The Academic Counselor/Advisor assist all the participants in clarifying their career and educational goals, succeeding academically in their chosen program of study and graduating with a bachelor's degree in a timely manner and other duties that may be assigned later by Project Director.

Minimum Qualification Requirements:

Applicant for the position must have a Bachelor Degree in counseling, education or related fields with at least three (3) years' experience in counseling high school students. Applicant should be knowledgeable of scholarship searches, FAFSA requirements and college admissions procedures. TRIO work experience is required.

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, come in and see or email us at hr@palau.edu.