



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2021-010
Open : 8/9/2021
Close : Until Filled

Position : Academic Advisor
Salary : \$24,000.00 to \$26,000.00
(Depending on qualifications and work experience)
Location : Talent Search Office
(Federally funded program)

Examples of Duties:

- Provide academic support, academic coaching, financial literacy, advising and counseling for participants.
- Assess student needs, develop appropriate academic and graduation plans.
- Utilize student database to document student participation and record case notes.
- Monitor student academic performance and progress and provide appropriate interventions.
- Ensure effective provision of tutoring of participants.
- Travel to target schools and target regions to provide services to participants.
- Establish and maintain positive relationships with target schools' personnel for purpose of accepting referrals and monitoring participants' performance.
- Evaluate participants on a quarterly basis.
- Keep the Assistant Director informed of all activities, progress and performance of participants.
- Perform other related works as assigned.

Minimum Qualification/Requirements:

Bachelor's degree required, preferably in education, social work, psychology, counseling, or related discipline, plus three (3) years full-time professional work experience in education, social work, higher education student personnel, human services or related field.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: 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 .