



**VACANCY ANNOUNCEMENT**  
**Palau Community College**

VA# : 2021-012  
Open : 8/9/2021  
Close : Until Filled

**Position** : Part-Time Tutors x23  
**Salary** : \$500.00 to 1,200.00 (Annually)  
(Depending on qualifications and work experience)  
(School Year 2021-2022)  
**Location** : Talent Search Office  
(Federally Funded Program)

**Examples of Duties:**

- Evaluate students' progress to ensure that each student is progressing in his/her academic classes.
- Provide tutorial/counseling assistance to each participant in all areas of expertise.
- Keep records of students' progress and problems.
- Keep track of tutoring/counseling records.
- Participate in all students' sessions, field trips and other extracurricular activities.
- Submit evaluation/recommendation report at the end of Year Program.
- Perform other related duties as assigned by the Project Director or Supervisor
- Meet with Assistant Director regarding any tutoring needs & problems

**Minimum Qualification/Requirements:**

Bachelor's Degree preferred, AA /AS Degree, or Current Classroom teacher with 5 years experiences.

- PCC Sophomore majoring in Education or Liberal
- Grade Point average of 2.5 or better, previous tutoring experience is preferred

**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**