



**VACANCY ANNOUNCEMENT
Palau Community College**

VA# : 2021-011
Open : 8/9/2021
Close : Until Filled

Position : Tracking and Data Coordinator
Salary : \$17,000- \$19,000 (Annually, depending upon qualification)
Location : Talent Search Office
(Federally funded program)

Examples of Duties:

- Track and conduct student statistics.
- Analyze, document, and record survey results.
- Provide enrollment data and summarize into tabulation table.
- Graph or table information for follow up.
- Use database management system in collecting, interpreting, and reporting data.
- Provide technical support to staff.
- Establish control of equipment and software.
- Develop, implement, and maintain Talent Search Database and Management Information System.
- Compile and maintain confidential participant records.
- Supervise computer lab.
- Perform other related works as assigned.

Minimum Qualification/Requirements:

Associate Degree required in Information Technology or related fields or equivalent work experience. At least four (4) years' experience with TRIO program database is highly desirable. Must speak, read, and write Palauan and English fluently. Demonstrate commitment and experience working with socio-economically disadvantaged or underrepresented individuals or groups and persons with disabilities.

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 .