



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

VA# : 2022-024  
Open : 10/17/2022  
Close : Until Filled

**Position** : Two (2) Academic Counselor/Advisors

**Salary** : \$19,000.00 - \$23,000.00  
(Depending on qualifications and work experience)

**Location** : Upward Bound Math & Science Program  
(Federally funded program)

**Duties & Responsibilities:** The Counselor/Advisor under direct supervision of UBMS Project Director will serve as a counselor/advisor for participants. Duties will include, but not limited to: student orientation, assist in program planning and evaluation, conduct student need assessment, work closely with target school personnel to follow-up on students' academic progress, provide academic, personal and financial aid counseling. Develops and maintains a system of community, college and program resources which can be available to students and perform other duties as assigned.

**Qualification Requirements:** Master's or Bachelor's degree preferred in education, Psychology, Counseling, Social Work or related fields with at least years of experiences working with underrepresented student population pursue college education.

**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 the 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).