



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2022-030
Open : 11/11/2022
Close : Until Filled

Position : Executive Assistant to the President

Salary : \$16,010.00 to \$28,431.00 PER ANNUM
(Depending on qualifications and work experience)

Location : Office of the President

Examples of Duties consist, but are not limited to:

1. The Executive Assistant will develop a broad knowledge of the College objectives, strategies, internal and external relationships and structures. He/she will source data and information required by the President from the Development Division and other College Departments for specific projects being handled by the President and will conduct, analyze and prepare reports as appropriate.
2. The incumbent may be requested to handle a Presidential initiative or project in its entirety on behalf of the President. Such tasking provides a challenge to the incumbent as well as the opportunity to be innovative and productive at the executive level of College management with the responsibility for high quality results.
3. The Executive Assistant provides administrative support to the President in matters of a complex, and at times strictly confidential, nature requiring attention to detail and an ability to understand the intricacies of College management. He/she will draft and prepare responses to technical correspondence which is outside the capacity of the Executive Secretary to complete.
4. The incumbent acts as secretary to the Board of Trustee meetings and is responsible for ensuring all College proposals, reports and other documents are promulgated to Board members prior to the meetings. He/she prepares minutes of the meeting and ensures their appropriate distribution. As directed by the President, the Executive Assistant will provide excerpts of Board decisions to the Public Relations Manager for inclusion in the College newsletter or local media. He/she will also assist in the development of Press releases and other media communication emanating from the President's office.
5. An important role for the incumbent is the continuous liaison (on behalf of the President) with Executive Committee members. This should be seen as enhancing the communication between the President and his direct reports not as a replacement for normal daily communication and access to the President by executive staff.

Minimum Qualification/Requirements:

Preferable qualification would be a Bachelor degree in Business Administration or Communication, however, any Bachelor degree with strong administrative content would be appropriate. Must possess excellent interpersonal skills and be capable of producing quality written reports in the English language. Will be able to apply logic to the interpretation of management reports.

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 .

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