



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2022-015
Open : 07/18/2022
Close : Until Filled

Position : Instructional Assistant, General Mechanics
Salary : \$12,653 TO \$22,349.00 PER ANNUM (depending on qualifications and work experience)
Location : PCC Education and Training Department (Academic Affairs Division)

Summary of Description:

To provide a range of instructional support to academic in his/her area of responsibility.

Examples of Duties consist, but are not limited to:

- Assist Instructor in course load appropriate to field of discipline.
- Follow meaningful course and program/department learning objectives and outcomes.
- Assist Instructor to evaluate student performance fairly and consistently and return student work promptly to promote maximum student learning.
- Assist Instructor to maintain accurate records of student progress and submit final grade rosters.
- Work closely with the Dean and Associate Dean of Academics.
- Assist Instructor to evaluate course and program/department learning outcomes at the end of course duration

Minimum Qualification/Requirements:

AS or AAS degree in discipline or related field from an accredited university/college.
Must be proficient in speaking and writing in English.

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 .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER