



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2022-017
Open : 07/18/2022
Close : Until Filled

Position : Math Instructor

Salary : \$16,010 TO \$28,280 PER ANNUM (depending on qualifications and work experience)

Location : PCC Education and Training Department (Academic Affairs Division)

Summary of Description:

Palau Community College is seeking qualified applicants for a full-time math instructor in the field of mathematics. Areas of instruction include mathematical concepts, techniques, and applications. Selected applicant will be responsible for preparing and delivering lectures, leading classroom discussions, administering and grade examinations and/or delegate related tasks.

Examples of Duties consist, but are not limited to:

- Teach courses as assigned in accordance with the established syllabi.
- Advise and register assigned students and participate in retention, placement, and cooperative educational activities.
- Prepare and/or maintain current course syllabi/course outlines/classroom expectations for each course taught including Developmental Mathematics, College Algebra, College Trigonometry, Calculus, Finite Mathematics and Probability and Statistics.
- Maintain accurate academic records.
- Research and recommend adequate instructional materials for courses taught.
- Provide, prepare and maintain adequate classroom and laboratory facilities and equipment for courses taught.
- Participate in the development and coordination of course schedules.
- May participate in instructional committees.
- May assist in student recruitment.
- Participate in College committees as assigned.
- Assist in communication between the College and the community.
- Perform other related duties as assigned.

Minimum Qualification/Requirements:

BA, MA or MS degree in discipline or related field from an accredited university/college. Teaching experience preferred. 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