



## VACANCY ANNOUNCEMENT Palau Community College

VA# : 2022-019  
Open : 7/29/2022  
Close : Until Filled

**Position** : Project Director

**Salary** : \$18,730.00 to \$33,262.00  
(Depending on qualifications and work experience)

**Location** : Talent Search Office  
(Federally funded program)

### **Examples of Duties:**

- Plan, implement grant proposal; administers program, policies & procedures to promote retention, academic good standing & graduation of program participants.
- Plan, develop & manage budget to insure ongoing financial account monitoring in compliance with US Department of Education, state, and PCC fiscal rules and procedures.
- Provide vision for program & daily leadership for operation & staff including strategic planning to achieve objectives and mission.
- Train, supervise, and evaluate staff.
- Conduct and attend staff meeting.
- Provide administrative leadership for policy development: maintain public relations & ongoing communication with US Department of Education.
- Develop & implement formative & summative program assessment as described in grant proposal; prepare US ED annual performance report in compliance with federal guidelines; prepare institutional reports; oversee student data system.
- Develop and maintain collaborative relationships with key campus programs, administration, faculty, and departments; including giving presentations.
- Promote & interpret the mission, objective, & philosophy to the college community.

### **Minimum Qualification/Requirements:**

Master's degree preferred in education and social work, counseling and community services or related fields. Experience Three years of experience administering comprehensive academic support programs for underrepresented student populations; TRIO experience preferred. Experience advising, teaching, counseling and supervising individuals from disadvantaged backgrounds.

### **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 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) .

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**