



VACANCY ANNOUNCEMENT
Palau Community College
Talent Search Program

VA # : 2022-032

Open: December 19, 2022

Close : Until Filled

Position : Assistant Director

Salary : \$16,010.00 - \$28,431.00 (annually, depending upon qualifications)

Location : PCC Talent Search Office (Federally-funded program)

Examples of Duties & Responsibilities:

- Assist the Project Director
- Maintain contacts and make arrangements with community organizations to support program activities
- Recruit new students and organize program activities
- Compile monthly and annual reports
- Perform other duties as required to achieve program goals and objectives
- Be familiar with and adhere to U.S. Department of Education and College policies and procedures
- Coordinate program activities with other college-related programs
- Develop program activities and services
- Monitor assessment of participant's needs and graduation plans
- Coordinate ETS participant records data system, ensure integrity amongst the database, advisors/counselor, and tutors notes, ETS student database & paper records; assist with US ED Annual Performance Report
- Provide advising/counseling and professional development for staff at meetings & retreats
- Provide input to the budget process
- Perform other related works as assigned

Minimum Qualification Requirements:

MA Degree preferred or BA Degree in education, social work, counseling, psychology or related field. At least on-year of experience with any TRIO programs

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