



P.O. Box 9, Koror
Republic of Palau
PW 96940
Tel: (680) 488-2470
Fax: (680) 488-2447

Vacancy Announcement

VA#: 2022-031
OPENING: December 15, 2022
CLOSING: Until Filled

POSITIONS: IT/Tracking Coordinator

SALARY: \$18,500 to \$20,500 Annually
Depending on qualification

LOCATION: **UPWARD BOUND PROGRAM**
Post Office Box 857 * Koror, PW 96940
Phone: (680) 488-2962 * Fax: (680) 488-3405

Accredited by
WESTERN ASSOCIATION OF
SCHOOLS AND COLLEGES

RESPONSIBILITIES:

Must be able to perform the following required tasks among others;

- Troubleshoot
- Teach computer literacy classes
- Assist students in the computer lab
- Maintain and update all technology devices
- Develop and maintain project database system

QUALIFICATIONS:

AA/AS Degree required; BA/BS desirable

Applicant must have at least five years of experience in computer hardware, software systems, database programs and data tracking. In addition, applicant must have good communication skills to be able to maintain a continuous communication between Parents and former UB participants for tracking purposes.

GENERAL INFORMATION:

Application forms can be obtained from Human Resources Division (HRD) at the above address or website at www.palau.edu. Send complete application with transcripts, resume, and verification of previous employment (s), if any, to the same address. For further information, call the number above or come in and see us or email us at hr@palau.edu

PCC IS AN EQUAL OPPORTUNITY EMPLOYER