



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Academic Affairs**

VA# : 2023-003  
Open : 03/20/2023  
Close : Until Filled

**Position** : Federal Work Study Coordinator  
**Salary** : \$14,259.00 - \$25,322.00 (depending on qualifications and work experience)  
**Location** : Student Services – Financial Aid Office

**Examples of Duties consist, but are not limited to:**

1. Solicit FWS part-time jobs on and off campus for students who are awarded federal work-study funds.
2. Conduct annual/semester FWS Orientation with potential FWS supervisors on-campus regarding supervisors` and students` responsibilities including orienting them with program requirements and distributing position vacancy announcement forms.
3. Identify potential off-campus supervisors and promote and solicit potential job vacancies.
4. Work with interested FWS supervisors to develop job descriptions, advertise and post them for students and faculty.
5. Interviews and refers students to potential FWS Supervisors for job interviews and placements.
6. Visit the job site/location to validate FWS students` performance based on job descriptions.
7. Identify on and off-campus speakers to speak with FWS supervisors and students regarding employability skills and employers` expectations common to all jobs.
8. Execute FWS contract agreement with potential FWS supervisors from off campus which requires them to pay for the required matching share.
9. Collect bi-weekly timesheets from FWS supervisors and prepare and submit FWS payroll to the business office.
10. Monitors work-study hours to ensure students do not exceed the allotted funds awarded.
11. Evaluate both FWS supervisors and students at the end of each semester to ensure they are in compliance with program requirements.
12. Provide corrective measures to FWS supervisors and students who fail to follow program requirements.
13. Provide various statistical reports for the FWS program.
14. Perform other duties as assigned by the Director of Financial Aid.

**Minimum Qualification/Requirements:**

Bachelor`s degree with at least two (2) years experience directly related to the duties and responsibilities specified above.. In addition, he/she must have the responsibility and capability of maintaining accuracy and confidentiality of student records.

**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) .