



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Upward Bound Math & Science Program Office**

VA# : 2023-001  
Open : 01/24/2023  
Close : Until Filled

- Position** : **Tutors:**  
2 Part -Time Tutors (PHS)  
1 Part-Time Tutor (BHS)  
1 Part-Time Tutor (PMA)  
1 Part-Time Tutor (EBHS)  
1 Part-Time Tutor (MHS)
- Instructors:**  
1 Part-Time Instructor– Math  
1 Part-Time Instructor– Science  
1 Part-Time Instructor – English  
1 Part-Time Instructor– Foreign Language  
1 Part-Time Instructor- Computer
- Salary** : Depending on qualifications and hours, salary ranges from  
*Academic Year Tutors \$150 to \$250 (Bi-weekly) Duration (February to June 2023)*
- Depending on qualifications and hours, salary ranges from  
*Instructors \$400 to \$600 (Bi-weekly) Duration (June 19 – July 8, 2023)*
- Location** : PCC – Upward Bound Math & Science

**Examples of Duties for Tutors:**

Teach assigned classes according to established and/or approved course outline. Maintain highest possible standard of class-room instruction. Plan and prepare course materials, participants' evaluation.

**Minimum Qualification Requirements for Tutors:**

Assist Instructor in class-room and provide quality group and individual tutoring services. Maintain records of each participant and report progress or problems to Center Staff.

**Examples of Duties for Instructors:**

Teach assigned classes according to established and/or approved course outline. Maintain highest possible standard of class-room instruction. Plan and prepare course materials, participants' evaluation.

**Minimum Qualification Requirements for Instructors:**

Bachelor's Degree (English, Math, Science, and/ or Foreign Language). 5 years of class-room teaching experience. 2 years of experience working with low-income and first-generation college bound students. Ability to communicate effectively with groups or individuals' participants.

**General Information:**

Application forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, resume, police clearance and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see or email us at [hr@palau.edu](mailto:hr@palau.edu).