



VACANCY ANNOUNCEMENT Palau Community College

VA#: 2023-013
Open: 11/07/2023
Close: Until Filled

Position: One (1) Academic Counselor/ Advisor

Salary : \$19,000.00 - \$24,000.00
(Depending on qualifications and work experience)

Location: Upward Bound Math & Science Program
(Federally funded program)

Examples of Duties:

- Assist in Student Orientation
- Assist in program planning and evaluation
- Conduct student need assessment
- Work closely with target school personnel to follow-up on students' academic progress
- Provide academic, personal and financial aid counseling.
- Develops and maintains a system of community, college and program recourses which can be available to students.
- Perform other duties as assigned.

Qualification Requirements:

Master's or Bachelor's degree preferred in education, Psychology, Counseling, Social Work or related fields with at least years of experiences working with underrepresented student population pursue college education.

General Information:

Application forms may be obtained from the Human Recourses 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 the 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 ext.: 227, or visit the HRD office on campus or email hr@palau.edu.