



## VACANCY ANNOUNCEMENT Palau Community College

VA# : 2024-001  
Open : 02/07/2024  
Close : Until Filled

**Position** : Financial Aid Counselor  
**Salary** : \$12,049 - \$20,607 (depending on qualifications and work experience)  
**Location** : Student Services

The Financial Aid Counselor is responsible for providing advice and assisting student in their application for a variety of financial aid, identifying and endeavoring to satisfy their financial aid requirements.

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

- 1) Contributes to the provision of information on fee and tuition funding for students attending PCC by advising details and eligibility criteria to prospective students and the community on such programs as PELL Grants , Financial Supplemental Educational Opportunity Grants (FSEOG), Federal Work Study Grants and Palau Community College Grant in Aid.
- 2) Ensures individual students receive quality financial aid counseling by conducting personal interviews and financial needs analysis, recommending appropriate aid programs and assisting the student to complete applications for funding.
- 3) Contributes to the effective administration and management of financial aid provision by ensuring all relevant transcripts and supporting documentation has been submitted by applicants, evaluating students eligibility and assisting in the preparation of individual award packages.
- 4) Contributes to the ongoing success of recruitment programs for the College by disseminating information on available financial assistance and conducting group workshops on aid and grants for continuing and prospective students.
- 5) Assists the promotion and maintenance of a continuous improvement process for the College by careful and regular review of every activity in his/her area of responsibility and by recommending changes to policies, procedures, methods, etc., which will enhance overall performance and customer service.

### **Minimum Qualification/Requirements:**

A Bachelor's Degree is preferred, but an Associate Degree plus two years experience in clerical/office capacity involving the maintenance of records or an equivalent combination of training and experience. Student financial aid experience is desirable. Essential personal qualities include excellent interpersonal skills and a capacity to relate well to people at all levels. Must be self motivated. Good working knowledge with Microsoft Office product. Excellent communication skills. Proficiency in reading and writing (English/Palauan preferred). Excellent customer service skills.

### **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) .

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**