



VACANCY ANNOUNCEMENT
Palau Community College
Adult High School

VA# : 2024-008
Open : 05/28/2024
Close : Until Filled

Position : Administrative Assistant
Salary : \$10,929 - \$18,692 (depending on qualifications and work experience)
Location : PCC Adult High School (AHS)

Examples of Duties consist, but are not limited to:

1. Maintain accurate records of student including accounting of services, activities, and student performance.
2. To assist the counselor in the development of IEPs, which includes assessment, planning, and monitoring progress on student's short and long-term goals.
3. Generate official documents i.e. report cards, progress reports and transcripts.
4. Assist with recruiting and enrolling students.
5. Screen applicants for eligibility.
6. Assist with outreach program activities.
7. Assist students exploring career fields and choosing career goals.
8. Participate in staff development and in-service meetings.
9. Perform other duties as required to achieve program goals and objectives.
10. Be familiar with and adhere to college policies and procedures

Minimum Qualification/Requirements:

AS degree in office administration or related field. One year experience in office administration or related work experience preferred.

General information:

Application forms may be obtained from the Human Resources 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 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 mariea@palau.edu or harlineh@palau.edu