



**VACANCY ANNOUNCEMENT**  
**Palau Community College**

VA# : 2024-012  
Open : 08/01/2024  
Close : Until Filled

**Position** : Administrative Assistant  
**Salary** : \$12,001 - \$21,312 (depending on qualifications and work experience)  
**Location** : Development Division

**NATURE AND SCOPE:**

Provide administrative assistance to support the operations of the Division. Use effective customer service skills in working with both internal and external constituents, solve day-to-day problems based on College policy and procedures, and serve as a receptionist for Development Division. Responsibilities may include, but not limited to the following: In charge of all administrative/secretarial supports; Custodian and maintain of office files; Coordinate office operating procedures for better work flow and perform other related duties as assigned by the supervisor. May perform a variety of duties on own responsibility with little opportunity for direct supervision

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

- Answers telephone, takes messages, returns or transfers calls to appropriate individuals
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs
- Sets up and maintains paper and electronic filing systems for records, correspondence and other areas as necessary
- Assist in Endowment Fundraising and bi-weekly contribution program
- Provides administrative and clerical support to Development office as assigned and directed by the Director.
- Supervises work study students to assist in maintaining the office
- Sorts and distributes incoming mail
- Runs Development Divisions related office errands both on and off campus
- Performs other duties as assigned by supervisor

**Minimum Qualification/Requirements:**

A.S. degree in Secretarial Science or related field or a high school diploma and at least one-year experience which demonstrates knowledge and skills in office practices.

**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**